

# CONTRACTING SQUADRON TRAINING PLAN

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PROJECT MANAGER:  
TEAM MEMBERS

MSGT LISA ROGERS  
CAPT JONATHAN WRIGHT  
LT JUDSON BISHOP  
SMSGT JOSE MEDINA

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## AIR FORCE LOGISTICS MANAGEMENT AGENCY

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# **Contracting Squadron Training Plan**

<u>Introduction</u>	<u>Acknowledgments</u>	<u>Rotational Training</u>
<u>Monthly Squadron Training</u>	<u>APDP</u>	<u>On-The-Job Training</u>
<u>Monthly Flight Training</u>	<u>Career Paths</u>	<u>Download copy of plan</u>
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**This product helps operational contracting squadrons set up a strong and effective training program. The plan is made up of templates for continuity and uniformity among the contracting squadrons in the training arena. It also allows flexibility for adoption within squadrons with specialized types of missions across the Air Force contracting spectrum. This versatile is applicable to officers, enlisted and civilians.**

# **Contracting Squadron Training Plan**

## **ACKNOWLEDGEMENTS**

Thanks to all the MAJCOM Superintendents who took the time to contribute suggestions for the update of this training plan. A special thank you goes to the following individuals from the 345 TRS/TTE for working diligently on the revisions to the 6C0X1 Career Field Education and Training Plan (CFETP), the foundation for this update:

SMSgt Reda Berry	MSgt Susan Wright
TSgt Lisa Andeson	TSgt Cindhia Forbis
TSgt William Overby	SSgt Anita Skipper
SSgt Tandra Fry	SSgt Charles Heim

A big thanks goes to CMSgt Taylor SAF/AQCO, for providing the guidance on the update of the plan. Finally, lots of appreciation to my colleagues in AFLMA, Capt Jonathan Wright, Lt Judson Bishop and SMSgt Jose Medina, and to Lt Col Lucy Yarbrough, division chief, for their guidance and assistance in completing the update.

LISA R. ROGERS, MSgt, USAF  
Project Manager

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# **Contracting Squadron Training Plan**

## **Introduction**

The purpose of this product is to help operational contracting squadrons set up a strong and effective squadron training program. It also allows flexibility for adoption within squadrons with specialized types of missions across the Air Force contracting spectrum. The plan is made up of templates for continuity and uniformity among the contracting squadrons in the training arena. This versatile tool is applicable to officers, enlisted, and civilians.

This plan has been designed to be compatible with the standard operational contracting squadron structure as outlined in AFI 64-102, Operational Contracting. Squadrons with specialized teams will need to adjust the plan according to their organizational structure.

The Squadron Training Program includes:

- Monthly Squadron Training
- Monthly Flight Training
- Acquisition Professional Development Program (APDP)
- Contracting Career Field Paths
- Rotational Training
- On The Job Training Program (OJT)

The Monthly Squadron and Flight Training sections provide plans for the office to accomplish squadron and flight training. This area includes sample lesson plan formats.

The Acquisition Professional Development Program (APDP) area has links to provide information on the program, application process, certification checklists, link to the Defense Acquisition University, and a link to the Acquisition Management Information System (AMIS).

The Contracting Career Field Path area has links to assist the trainee and trainer in explaining and understanding the contracting careerpaths for officer, enlisted and civilian personnel.

The Rotational Training section provides information for military/copper cap training rotation through the squadron. An individual sample rotational training plan is included.

The On-The-Job Training Area provides links, training templates (divided by flight), and 6C0X1 Core Task training templates to assist the trainer in performing on-the-job training.

The depth of the training an individual receives depends on the position the trainee will occupy. For example, officer trainees may observe more. Their participation may be limited on some tasks, because they are in training for management positions. As for enlisted personnel, the plan is not intended to

replace the Career Field Education and Training Plan (CFETP) for 6C0X1s. This is a tool to complement the CFETP. The tasks listed in this training plan are more specific and are listed by flight. We have identified all Specialty Training Standard (STS) items listed in the plan in order to aid the supervisor in updating the Specialty Training Standard (STS) documentation. This allows the supervisor to document the STS upgrade information.

As stated before, this plan allows for flexibility at all levels. If you need to make changes to the training plan, such as adding, deleting, or rewording the material, feel free to do so. It is your squadron, and after all, not all bases have the same mission. Our intent is to provide a basic structure for training, so an audit trail exists on what type of training each person receives before they move from one base/area to another.

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# **Contracting Squadron Training Plan**

## **Monthly Squadron Training**

The squadron training program shall consist of, at a minimum, \_\_\_\_ hour(s) per month of squadron training and \_\_\_\_ hour(s) per month of team training. Training may be waived for the months of Sep and Oct. The program coordinator shall be the squadron's Contracting Superintendent. The OJT program requirements and documentation are as described in AFI 36-2201. Specifics are outlined below:

### **Monthly Squadron Training**

- All assigned personnel receive training. Attendance is mandatory.
- Topics shall be general contracting topics applicable to the majority of the people (e.g., new changes, new programs, APDP, general contracting information, problem areas etc.)
- Training subject and attendance shall be documented (Sample Lesson Plan Format)
- Training may be by lecture, demonstration, seminar type, case exercises, etc.
- The training session may be video-taped for future use.
- No pass/fail standards. Exercises or tests may be conducted only to evaluate effectiveness of training or to reinforce main points of the lesson.
- Personnel who miss training shall review the training lesson plan and sign the attendance sheet.

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# **Contracting Squadron Training Plan**

## **Monthly Flight Training**

The squadron training program shall consist of, at a minimum, \_\_\_\_ hour(s) per month of squadron training and \_\_\_\_ hour(s) per month of flight training. Training may be waived for the months of Sep and Oct. The program coordinator shall be the squadron's Contracting Superintendent. The OJT program requirements and documentation are as described in AFI 36-2201. Specifics are outlined below:

### **Monthly Flight Training**

- All assigned personnel receive training. Attendance is mandatory..
- Topics shall be flight specific or as determined by the flight/branch chief.(e.g.. new changes, new programs, problem areas, OJT items etc.)
- Flight Chief or designee conducts the training. A good technique is to assign members of the flight to research and provide training on topics with flight/branch chief supervision.
- Training subject and attendance shall be documented (Sample Lesson Plan Format).
- Training may be by lecture, demonstration, seminar type, case exercises, etc.
- The training session may be video-taped for future use.
- No pass/fail standards. Exercises or tests may be conducted to evaluate effectiveness of training or to reinforce main points of the lesson.
- Personnel who miss training shall review the training lesson plan, video if available, and sign the attendance sheet.

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# **Contracting Squadron Training Plan**

## **Lesson Plan**

DATE: \_\_\_\_\_

SQUADRON/FLIGHT (Circle One)

### **I. INTRODUCTION:**

A. SUBJECT:

B. REFERENCE(S):

C. TRAINING OBJECTIVE (Must include main points)

### **II. BODY (Issues Discussed)**

A. 1ST MAIN POINT:

B. 2ND MAIN POINT:

C. 3RD MAIN POINT:

NOTE: Provide support or handout material as attachments.

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# Contracting Squadron Training Plan

## Acquisition Professional Development Program

<a href="#"><u>Acquisition Professional Development Program</u></a>	<a href="#"><u>AMIS Acquisition Management Information System</u></a>	<a href="#"><u>AQC's Professional Development Site</u></a>
<a href="#"><u>Purchasing Certification Checklists</u></a>	<a href="#"><u>Contracting Certification Checklists</u></a>	<a href="#"><u>Acquisition Career Development Program</u></a>
<a href="#"><u>APDP Applications</u></a>	<a href="#"><u>Defense Acquisition University Catalog</u></a>	<a href="#"><u>Training/APDP Updates</u></a>

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This page contains the following shortcuts:

Shortcut Text	Internet Address
Acquisition Professional Development Program	<a href="http://www.safaq.hq.af.mil/acq_workf/training/apdp.html">http://www.safaq.hq.af.mil/acq_workf/training/apdp.html</a>
AMIS Acquisition Management Information System	<a href="http://maevia.afpc.af.mil/assignments/apdp_main.cfm">http://maevia.afpc.af.mil/assignments/apdp_main.cfm</a>
AQC's Professional Development Site	<a href="http://www.safaq.hq.af.mil/contracting/people/people1.html">http://www.safaq.hq.af.mil/contracting/people/people1.html</a>
Purchasing Certification Checklists	<a href="http://www.acq.osd.mil/dau/appc.html">http://www.acq.osd.mil/dau/appc.html</a>
Acquisition Career Development Program	<a href="http://www.acq.osd.mil/dau/files/5000-52m.pdf">http://www.acq.osd.mil/dau/files/5000-52m.pdf</a>
APDP Applications	<a href="http://www.safaq.hq.af.mil/contracting/people/APDP_app.html">http://www.safaq.hq.af.mil/contracting/people/APDP_app.html</a>
Defense Acquisition University Catalog	<a href="http://www.acq.osd.mil/dau/catalog.html">http://www.acq.osd.mil/dau/catalog.html</a>
Training/APDP Updates	<a href="http://www.safaq.hq.af.mil/contracting/training/trng51.html">http://www.safaq.hq.af.mil/contracting/training/trng51.html</a>

# Contracting Squadron Training Plan

## Contracting Career Field Paths

- **Officers**

- Officer Career Field Path
- The contracting squadron commander will brief the officer trainees on the career path options in the contracting career field.

- **Enlisted**

- Enlisted Career Field Path as outlined in the Career Field Education and Training Plan (CFETP) 6C0X1.
- The contracting superintendent or designee will review and explain the career path information with the enlisted trainee.

- **Civilians**

- Civilian Career Path (Civil Service GS-1102 Series)
- Civilians will be briefed on contracting career path opportunities (i.e. Copper Cap, Career Broadening, and Tuition Assistance). Up-to-date information on these programs is available on the World Wide Web at [http://maevia.afpc.af.mil/civ\\_car/cmccp/default.htm](http://maevia.afpc.af.mil/civ_car/cmccp/default.htm) and the base civilian personnel office.

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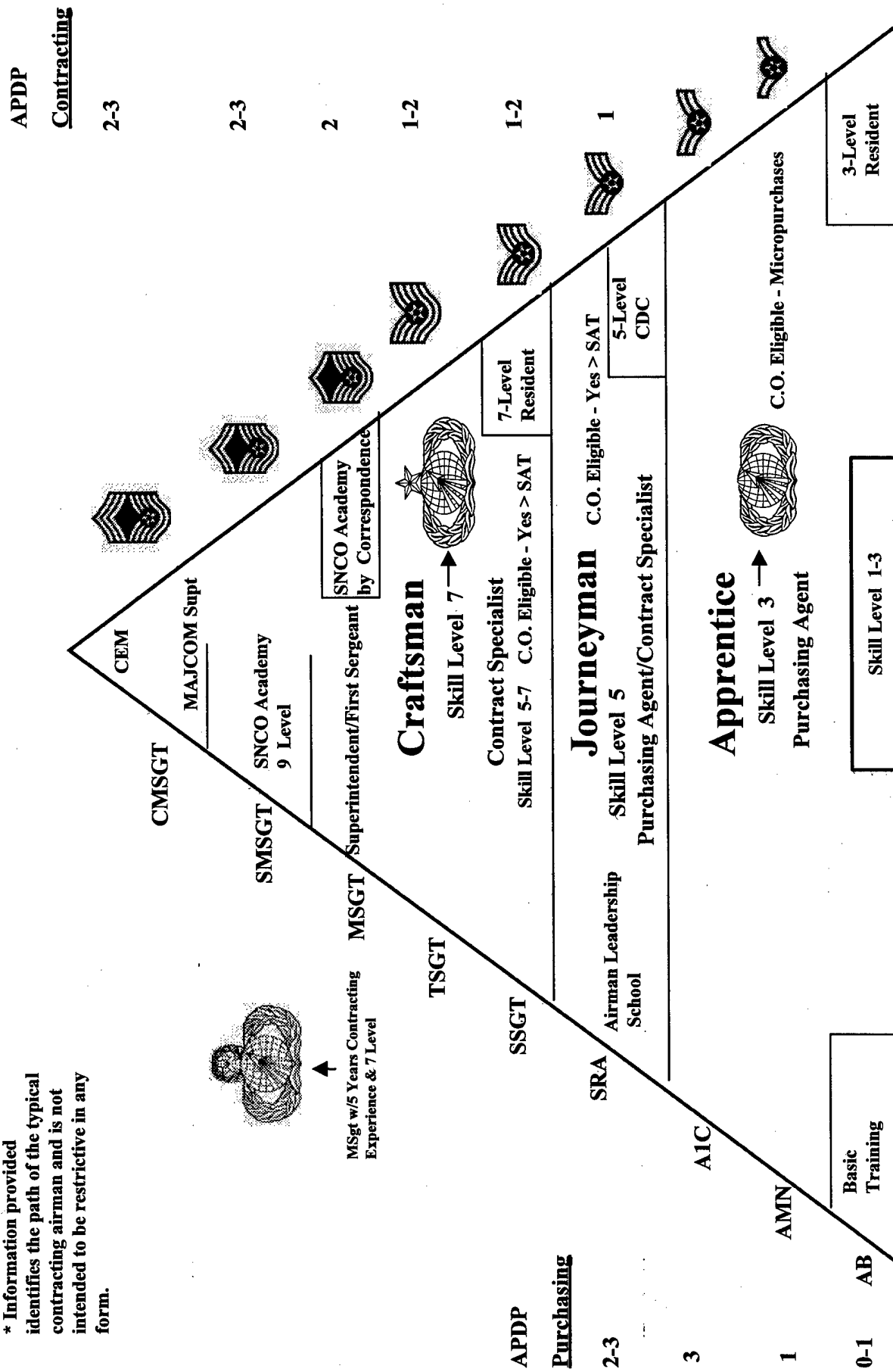
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This page contains the following shortcuts:

Shortcut Text	Internet Address
Officer Career Field Path	<a href="http://www.safaq.hq.af.mil/contracting/people/kgpyr96.pdf">http://www.safaq.hq.af.mil/contracting/people/kgpyr96.pdf</a>
Enlisted Career Field Path	Next Page
Civilian Career Path	<a href="http://www.safaq.hq.af.mil/contracting/people/civpyr97.pdf">http://www.safaq.hq.af.mil/contracting/people/civpyr97.pdf</a>
<a href="http://maevia.afpc.af.mil/civ_car/cmccp/default.htm">http://maevia.afpc.af.mil/civ_car/cmccp/default.htm</a>	<a href="http://maevia.afpc.af.mil/civ_car/cmccp/default.htm">http://maevia.afpc.af.mil/civ_car/cmccp/default.htm</a>

# CONTRACTING CAREER FIELD: ENLISTED CAREER PATH PYRAMID

**\* Information provided identifies the path of the typical contracting airman and is not intended to be restrictive in any form.**



**\* Information provided**

**identifies the path of the typical contracting airman and is not intended to be restrictive in any form.**

**APDP**

## Contracting

**2-3**

**2-3**

2

**1-2**

**1-2**

1

**APDP**

## Purchasing

2-3

3

—

0-1

AB

## Basic Training

### Skill Level 1-3

### 3-Level Resident

**CEM**

# CMSGT

MAJCOM Supt

**SMSGT**

**SNCO Academy**  
**9 Level**

**MSGT**

**MSGT / Superintendent/First Sergeant**

**SNCO Academy  
by Correspondence**

# Craftsman

# Post

**SSGT**

## Contract Specialist

**Skill Level 5-7 C.O. Eligible - Yes > SAT**

## 7-Level Resident

# Journeyman

**C.O. Eligible - Yes > SAT**

## Skill Level 5

**5-Level  
CDC**

**Purchasing Agent/Contract Specialist**

# Apprentice

**Skill Level 3** 

## Purchasing Agent

## C.O. Eligible - Micropurchases

# **Contracting Squadron Training Plan**

## **Squadron Rotation Training Plan**

**1. Purpose:** The purpose of this plan is to provide information for military/copper cap training rotation through the squadron.

**2. Rotation Plan:** The following framework provides for an efficient and productive rotation system for squadron personnel in training. The plan includes an aggressive training format on a realistic rotation cycle. At a minimum, an annual review of the plan shall be conducted by the superintendent. In following this plan you will create a squadron in which members are proficient in all aspects of contracting, are interchangeable with one another, and can provide quality service to their customers. It also prepares our people for deployments.

Listed below are three main topics included in the plan:

### **TRAINING**

#### **■ Trainer -**

- Each flight shall recommend a trainer for appointment by the squadron commander.
- The flight chief shall select and recommend the most qualified trainers.
- They must be qualified to perform the tasks on which they train.
- Must complete the "Air Force Training Course" available through the unit training monitor.

#### **○ Training Outline**

- Will be based on the 6C0X1 Job Qualification Standard (JQS) or acquisition training outline (ATO) and tailored to fit the unique requirements of each flight.

#### **○ Training Documentation/Feedback**

- Use AF Form 623A or other forms as required.
- Flight chief and trainer are responsible for feedback and documentation.

#### **○ Formal Training**

- List of classes attended shall be recorded in training file.
- List of classes required shall be recorded in training file.

## **ROTATIONAL SCHEDULE**

- **A master squadron rotational schedule is maintained and updated by the superintendent.**
- **Each trainee will receive a personalized rotational plan (sample located at the end of this section).**
  - Stability of Section
    - Is important in determining when to rotate individuals.
    - Overlap, or phase-in period, may be granted for familiarization of responsibilities and duties.
    - Overlap shall be coordinated between flight chiefs and individuals involved.
  - List of Personnel/Experience
    - Assessment of experience a person has shall be accomplished.
    - Assessment of experience a person needs shall be accomplished.
    - Assessments shall be annotated in training record.
    - Maintained by contracting superintendent.
  - Rotational Criteria
    - Qualifications
    - Who moves first and why?
      - Moves are primarily based on the needs of the trainee and the office.
      - Trainers and supervisors shall have input on whether trainees have completed their training in a particular flight (if a person is not ready to move, actions taken will be documented in the AF Form 623.
      - Career enlisted will be rotated periodically to maintain currency of experience and remain deployment capable.

## **TRAINING EVALUATION**

- Overview of training records
  - Conduct initial records review.
  - Develop training plan using ATO and or CFETP.
  - For those already trained in a flight, will be refresher training as needed.
- Individual responsibilities
  - Active and enthusiastic participation in all phases.
  - Satisfactory performance.
  - Notifying trainer if additional training is required.
- Task Certifiers
  - Meet qualifications as outlined in AFI 36-2201.
  - Recommended by supervisor.
  - Qualified to perform task.
  - Appointed by commander in writing.
  - Evaluate all core and critical tasks.

## ROTATIONAL TRAINING PLAN

FOR

\_\_\_\_\_

LENGTH OF PROGRAM: \_\_\_\_\_

**PURPOSE:** The purpose of this rotational training plan is to ensure efficient performance and training of a contracting specialist for deployments and overseas assignments, and to increase the enlisted person's promotion potential. The flight chief and trainee should understand that manning and other situations may affect these tentative rotational dates. If these dates must change to accommodate the mission, then the person will be informed. The person will also be given an estimated amount of time their rotation will be interrupted.

### ANTICIPATED ROTATIONAL ASSIGNMENTS ROTATIONAL DATES

Introduction & Orientation \_\_\_\_\_

Management Analysis & Support Flight \_\_\_\_\_

Commodities Flight \_\_\_\_\_

Services Flight \_\_\_\_\_

Construction Flight \_\_\_\_\_

Management \_\_\_\_\_

Specialized Flight (If Applicable) \_\_\_\_\_

**NOTE:** Remember, the above rotational dates are not firm dates and are used for planning purposes. Only mission impact and other situations (i.e. trainees ability to perform trained tasks, personal emergencies, deployments etc.). may dictate a shorter or extended time in a particular flight. Following the completion of rotational training, the enlisted member should be capable of independently performing the basic functions required in all operational contracting flights. After completing initial rotation training, the enlisted member will periodically be rotated to various contracting flights to maintain currency of experience.

Contracting Superintendent

DATE:

Cys to: Individual

Flight Chief

File

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# Contracting Squadron Training Plan

## On-The-Job Training

<u>Air Force Training Web Site</u>	<u>Training Templates</u>	<u>6C051 CDCs</u>
<u>AFI 36-2201</u>	<u>5 Level Core Task Training Aides</u>	<u>7 Level Core Task Training Aides</u>
<u>6C0X1 CFETP</u>	<u>OJT Training Documenation Tips</u>	<u>SAF/AQC Toolkit</u>

MAJCOM TRAINING WEB SITES											
<u>ACC</u>	<u>AETC</u>	<u>AFLMA</u>	<u>AFMC</u>	<u>AFSPC</u>	<u>AFSOC</u>	<u>AFRES</u>	<u>AMC</u>	<u>PACAF</u>	<u>USAF</u>	<u>USAFE</u>	<u>11th CONS</u>

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This area contains the following shortcuts:

Shortcut Text	Internet Address
Air Force Training Web Site	<a href="http://www.afpc.af.mil/aftrain">http://www.afpc.af.mil/aftrain</a>
Training Templates	Page
6C051 CDCs	<a href="http://www.safaq.hq.af.mil/contracting/people/cdc/">http://www.safaq.hq.af.mil/contracting/people/cdc/</a>
AFI 36-2201	<a href="http://afpubs.hq.af.mil/pubsforms/pubs/af/36/36220100/36220100.pdf">http://afpubs.hq.af.mil/pubsforms/pubs/af/36/36220100/36220100.pdf</a>
5 Level Core Task Training Aides	Page
7 Level Core Task Training Aides	Page
6C0X1 CFETP	Page
SAF/AQC Toolkit	<a href="http://www.safaq.hq.af.mil/contracting/policy/AQCO/index.shtml">http://www.safaq.hq.af.mil/contracting/policy/AQCO/index.shtml</a>
ACC	<a href="http://www.acclog.af.mil/lgc/training/perspg.htm">http://www.acclog.af.mil/lgc/training/perspg.htm</a>
AETC	<a href="http://www-contracting.aetc.af.mil/">http://www-contracting.aetc.af.mil/</a>
AFLMA	<a href="http://www.il.hq.af.mil/aflma/lgc/lgcindex.shtml">http://www.il.hq.af.mil/aflma/lgc/lgcindex.shtml</a>
AFMC	<a href="http://www.afmc.wpafb.af.mil/organizations/HQ-AFMC/PK/">http://www.afmc.wpafb.af.mil/organizations/HQ-AFMC/PK/</a>
AFSPC	<a href="http://www.spacecom.af.mil/HQAFSPC/contracting/">http://www.spacecom.af.mil/HQAFSPC/contracting/</a>
AFRES	<a href="http://www.afres.af.mil/~LG/lgc/lgchomep.htm">http://www.afres.af.mil/~LG/lgc/lgchomep.htm</a>

# ***Contracting Squadron Training Plan***

## **Training Templates**

<u><a href="#">Introduction &amp; Orientation</a></u>	<u><a href="#">Management</a></u>	<u><a href="#">Commodities</a></u>
<u><a href="#">Services</a></u>	<u><a href="#">Construction</a></u>	<u><a href="#">Management Analysis</a></u>
<u><a href="#">Contingency</a></u>		

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## 5 LEVEL OJT CORE TASKS

**Column 1** identifies the 5 Skill Level Core Tasks to be taught by OJT prior to upgrade.

**Column 2** identifies the 5 Skill Level Proficiency Code.  
(Click on the Proficiency Code for an explanation of the code).

**Column 3** identifies resources to assist in the OJT process. Each resource listed has a hyper-link to the resource.

CORE TASK – Trained by OJT	5 Skill Level OJT (Proficiency Code)	RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)
<b>1. CAREER LADDER PROGRESSION</b>  <b>TR: AFMAN 36-2108 and CFETP</b>	<b><u>A</u></b>	
1.1 Progression in career ladder 6C0X1		<a href="#">CFETP</a> , <a href="#">Enlisted Contracting Career Path</a>
1.2 Duties of AFSCs 6C031 / 51 / 71		<a href="#">AFMAN 36-2108 (Attach 36)</a> , <a href="#">AFI 64-102 (2.3 – 2.9)</a>
<b>8. AUTOMATED CONTRACTING SYSTEMS</b>		
8.1.4 Management Analysis Reports	<b><u>2b</u></b>	<a href="#">BCAS Home Page</a> , <a href="#">BCAS Manual (AF Computer Systems Manual 64-333)</a> , <a href="#">Mades II Manual</a> , <a href="#">SPS</a>
<b>10. COMPETITION REQUIREMENTS</b>  <b>TR: FAR, DFARS, and AFFARS Part 6, AFI 63-301</b>	<b><u>b</u></b>	<a href="#">AFI 63-301 (Air Force Competition &amp; Commercial Advocacy)</a>  <a href="#">Federal Acquisition Institute (FAI) - Unit 13 (Competition Requirements)</a>
10.1 Full and open competition		<a href="#">Toolkit-6</a> , <a href="#">FAR13.106</a> , <a href="#">FAR 7.103</a>
10.2 Full and open competition after exclusion of sources		
10.3 Other than full and open competition		
10.4 Determinations and findings (D&F)		<a href="#">FAR 1.7</a> , <a href="#">FAR 6.303</a> , <a href="#">FAR 6.304</a> & <a href="#">FAR 6.305</a>
10.5 Justifications and approvals (J&A)		<a href="#">DFARS 206.303</a> , <a href="#">DFARS 206.304</a> ,  <a href="#">AFFARS 5306.303</a> , <a href="#">AFFARS 5306.304</a>
10.6 Competition Advocate		<a href="#">AFI 63-301</a> , <a href="#">FAR 6.5</a>
<b>11. REQUIREMENTS DOCUMENTS *</b>  <b>TR: FAR, DFARS, AFFARS Parts 10 AND 11</b>	<b><u>b</u></b>	<a href="#">FAI Units 6 (Market Research) &amp; 7 (Requirements Documents)</a> , <a href="#">Toolkit -10</a> , <a href="#">Toolkit-11</a>
11.1 Review technical requirements		
11.1.1 Purchase request		
11.1.2 Specifications		<a href="#">FAR 11.201</a>

CORE TASK – Trained by OJT	5 Skill Level OJT  (Proficiency Code)	RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)
11.1.3 Statement of work		<u>PWS List</u>
11.1.4 Sole source justifications		<u>FAR 13.501 &amp; FAR 6.3</u>
11.1.5 Brand name justifications		<u>FAR 11.104 &amp; 6.302-1(c), DFARS 211.270</u>
11.1.6 Write memorandum for record		<u>FAR 8.404(b)(7)</u>
11.1.8 Select lease vs. purchase		<u>FAI Unit 14, FAR 7.4, DFARS 207.4</u>
<b>13. SIMPLIFIED ACQUISITION *</b>  <b>TR: FAR,DFARS,AFFARS Part13, AFI 64-109</b>	<b>3c</b>	<u>FAI 17, Toolkit-13, AFI 64-109,</u>  <u>SAP Interactive Training Course (DAU),</u>  <u>FAI Unit 28a</u>
13.1 General policy		
13.1.1 Micropurchases*		<u>See References above.</u>
13.1.2 Commodities*		<u>See References above.</u>
13.1.3 Services*		<u>Toolkit 37, FAI Unit 9, See References above</u>
13.1.4 Construction*		<u>Toolkit 36, See References above</u>
13.2 Perform Solicitations		
13.2.1 Required competition*		<u>FAR 13.106-1, AFFARS 5313.106</u>
13.2.2 Written Request For Quotation* (RFQ)		<u>FAI 26, Part A</u>
13.2.3 Oral solicitation*		<u>FAI Unit 25,</u>
13.3 Evaluate quotations*		<u>FAI Unit 49, Part C, FAR 13.106-2</u>
13.4 Prepare purchase order*		<u>FAI Unit 50, Part B, FAI Unit 51, FAR 13.302</u>
13.5 Prepare unpriced purchase order*		<u>FAI Unit 19</u>
13.6 Prepare delivery order*		<u>See References above.</u>
13.7 Blanket Purchase Agreements (BPA)		<u>FAR 13.303, DFARS 213.203, AFFARS 5313.203</u>
13.7.1 Establish agreements*		
13.7.2 Place BPA calls		
13.7.3 Summary Reporting		
13.8 Other simplified procedures		
13.8.1 Standard Form 44*		<u>FAR 13.306, DFARS 213.505-3</u>
13.8.2 Governmentwide Commercial Purchase Card/3rd Party Draft	<b>2b</b>	<u>FAR 13.301</u>
13.8.2.1 Purchasing		<u>See References above.</u>
13.8.2.2 Method of Payment		<u>FAI Unit 22</u>
13.9 DD 350 Reporting		<u>Toolkit 4</u>
13.10.1 Post award orientation		<u>FAI Unit 55</u>

CORE TASK – Trained by OJT	5 Skill Level OJT  (Proficiency Code)	RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)
13.10.2 Perform follow-up		
13.10.3 Modifications		<u>FAI Unit 76</u>
13.10.4 Terminate or cancel purchase order		<u>FAI Unit 29</u>
13.10.5 Terminate or cancel delivery order		
<b>14. CONTRACT TYPES</b>  <b>TR: FAR DFARS Part 16</b>	<b>B</b>	<u>FAI Unit 18, Toolkit-16</u>
14.1 Selecting Contract Types		
14.2 Fixed Price Contracts		
14.3 Cost Reimbursement Contracts		
14.4 Indefinite Delivery Contracts		
<b>15. CONTRACTING BY SEALED BIDDING</b>  <b>TR: FAR, DFARS, AFFARS Part 14</b>	<b>B</b>	<u>Toolkit-14, FAI Unit 17, FAI Unit 27-Part A, FAI Unit 47,</u>
15.1 General rules for solicitation of bids		
15.1.1 Services		
15.1.2 Construction		
15.1.3 Commodities		
15.2 Preparation of invitation for bid (IFB)	<b>b</b>	<u>FAI Unit 26 – Part C</u>
15.2.1 Solicitation mailing list		<u>FAR 14.205,</u>
15.2.2 Pre-bid conference/site visit		<u>FAI Unit 28a, FAR 14.207</u>
15.2.3 IFB Amendment		<u>FAI Unit 28, FAI Unit 29</u>
15.2.4 Late bids/modification/withdrawals of bids		<u>FAR 14.304</u>
15.2.5 Postponement of bid opening		<u>FAR 14.402-3</u>
15.2.6 Bid Opening		<u>FAR 14.402</u>
15.2.7 Bid Evaluation		<u>FAI Unit 33, FAI Unit 49, Part A,</u>
15.2.8 Process awards		<u>FAI Unit 50, Part A</u>
15.2.9 Information to unsuccessful bidders		<u>FAI Unit 51</u>
15.2.10 Legal review		

CORE TASK – Trained by OJT	5 Skill Level OJT  (Proficiency Code)	RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)
<b>17. COMMERCIAL ACQUISITION TR: FAR 10, 11, 12</b>	<b>2b</b>	<u>AFI 63-504–Quality Assurance Evaluator Program, AFMAN 64-108-Service Contracts, Toolkit 12, FAI - FASA Commercial Item Training Material</u>
17.1 General Policy		
17.2 Market Research		<u>Toolkit 10, FAI Unit 6</u>
17.2.1 Description of agency needs		<u>Toolkit 11,</u>
17.3 Solicitation		
17.3.1 Contract format		<u>FAR 12.303</u>
17.3.2 Contract type		<u>FAR 12.207</u>
17.3.3 Streamline Procedures		<u>FAR 12.602</u>
17.4 Evaluation		
17.4.1 Offers		<u>FAR 12.205</u>
17.4.2 Past Performance		<u>FAR 12.206, , FAI Unit 61</u>
17.4.3 Streamline Procedures		<u>FAR 12.603</u>
17.5 Award		.
17.6 Administration		.
17.6.1 Quality Assurance		<u>FAR 12.208, FAR 46.202-1, FAI Unit 56</u>
17.6.2 Acceptance		<u>FAI Unit 56</u>
17.6.3 Terminations		<u>FAR 12.403, FAR 49, , FAI Unit 59, FAI Unit 83</u>
17.6.4 Warranties		<u>FAR 12.404,</u>
17.7 Applicability of Laws		<u>FAR 12.503, FAR 12.504</u>
<b>19. CONTRACT ADMINISTRATION</b>  <b>TR: AFI 63-504, AFMAN 64-108, FAR, DFARS, AFFARS Parts 12, 13, 22, 28, 29, 33, 36, 37, 42, 43, 49, 52, and 53</b>		<u>Toolkit 12, 13, 22, FAR 28, FAR 29, 33, 36, 37, 42, FAR 43, FAR 49, FAR 52 and FAR 53 DFARS &amp; AFFARS Also Apply to FAR References</u>
19.2 Service contracts	<b>b</b>	.
19.2.1 Post-award conference		<u>FAR 42.503, FAI Unit 55,</u>
19.2.2 Contract surveillance		<u>FAR 42.1104</u>
19.2.3 Quality assurance		<u>FAR 46, FAI Unit 56</u>
19.2.4 Training Quality Assurance Evaluators (QAE)		<u>QAE for Services, AFMC QAE Webpage</u>
19.2.5 Monitor QAE performance		<u>FAI Unit 56,</u>
19.2.6 Contract discrepancy reports		
19.3 Construction contracts	<b>b</b>	<u>Toolkit 36,</u>
19.3.1 Preconstruction orientation		<u>FAR 36-212,</u>
19.3.2 Material approval submittal		<u>AFFARS 5336.290</u>

CORE TASK – Trained by OJT	5 Skill Level OJT  (Proficiency Code)	RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)
19.3.3 Monitor contract progress		<a href="#">FAR 36.515</a>
19.4 Contract modifications	<b>b</b>	<a href="#">FAR 43</a> , <a href="#">FAI Unit 76</a>
19.4.1 Administrative changes		<a href="#">FAR 43.103</a> ,
19.4.2 Change orders		<a href="#">FAR 43.2</a> ,
19.4.3 Supplemental agreements		<a href="#">FAR 43.103</a> ,
19.4.4 Exercising Options		<a href="#">FAR 17.107</a> , <a href="#">FAI Unit 77</a>
19.5 Termination	<b>b</b>	<a href="#">FAR 49</a> , <a href="#">FAI Unit 83</a>
19.5.1 Termination for cause		
19.5.2 Termination for convenience		<a href="#">FAR 49.502</a>
19.5.3 Termination for default		<a href="#">FAR 49.402</a>
19.5.4 Cure notice		<a href="#">FAR 49.607</a>
19.5.5 Show-cause letter		<a href="#">FAR 49.607</a>
19.6 Labor law compliance		<a href="#">Toolkit 22</a> ,
19.7 Payment methods		
<b>25. CONTINGENCY CONTRACTING SUPPORT</b>  <b>TR: AF FAR APPENDIX CC</b>	<b>2b</b>	<a href="#">CON 234</a> , <a href="#">AF Contingency Webpage</a>  <a href="#">AFFARS Appendix CC</a> , <a href="#">Contracting Deployment Customer Guide</a> , <a href="#">AFLMA Contingency Contracting</a>
25.1 General information		
25.2 Contracting authority/organization		<a href="#">AFFARS Appendix CC</a> , <a href="#">CC-201</a>
25.3 Planning for contingency contracting support		<a href="#">AFFARS Appendix CC</a> , <a href="#">CC-301</a> , <a href="#">AFLMA Contingency Contracting, Part I</a>
25.4 Training for contingency		<a href="#">AFFARS Appendix CC</a> , <a href="#">CC-201</a> <a href="#">CON 234</a> , <a href="#">AF Contingency Webpage</a>
25.5 Contracting support for contingency operations		<a href="#">Contracting Deployment Customer Guide</a> <a href="#">Contingency Web Resources</a>
25.6 Automated Contracts System		<a href="#">CCMS (Contingency Contracting Software)</a> <a href="#">SPS</a>
25.7 Force Protection		

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
TASK  PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task completely and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*TASK  KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step by step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
**SUBJECT  KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
EXPLANATIONS  * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)  ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.  - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.  NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time. (Wartime tasks are those tasks that must be taught when classes are accelerated in a wartime environment.)		

## 7 LEVEL OJT CORE TASKS

**Column 1** identifies the 7 Skill Level Core Tasks to be taught by OJT prior to upgrade.

**Column 2** identifies the 7 Skill Level Proficiency Code.  
(Click on the Proficiency Code for an explanation of the code).

**Column 3** identifies resources to assist in the OJT process. Each resource listed has a hyper-link to the resource.

CORE TASK – Trained by OJT	Skill Level (Proficiency Code)	RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)
<b>3. SUPERVISION</b>  <b>TR: AFMAN 36-2108, AFPAM 36-2618, AFI 36-2201</b>	<b><u>c</u></b>	<a href="#">AFMAN 36-2108 (Attach 36)</a> , <a href="#">AFPAM 36-2618 (Chap 4 &amp; 5) NCO Responsibilities</a> <a href="#">AFI 36-2201</a>
3.1 Orient new personnel		<a href="#">Orientation</a>
3.2 Assign personnel to work areas		
3.3 Plan work assignments		
3.4 Schedule work assignments		
3.5 Establish:		<a href="#">AFI 36-2403 (Chapter 2) Feedback/EPRs</a>
3.5.1 Work schedules		
3.5.2 Controls		
3.5.3 Performance standards		
3.6 Evaluate work performance of subordinates		<a href="#">AFI 36-2403 (1.1.5, 1.1.7, 1.1.9, 1.1.10), Chap 4</a>
3.7 Resolve technical problems for subordinates		
3.8 Counsel personnel and resolve individual problems		
3.9 Initiate action to correct substandard performance by personnel		
3.10 Recognizing outstanding performance by personnel		<a href="#">AFI 36-2803</a> , <a href="#">AFI 36-2805</a> , (Local OIs), <a href="#">AF Homepage for Contracting Awards</a>
<b>4. TRAINING</b>  <b>TR: AFI 36-2101, AFMAN 36-2108, AFI 36-2201, AFMAN 36-2247</b>	<b><u>c</u></b>	<a href="#">AFI 36-2101- (Classifying Military Personnel)</a>  <a href="#">AFI36-2108 – Airman Classification</a> <a href="#">AFI 36-2201 (chapter 4)</a> , <a href="#">AFMAN 36-2247 – Planning, Conducting, Administering &amp; Evaluating Training</a> , <a href="#">AFPC Air Force Training Site</a>
4.1 Evaluate personnel to determine need for training		

CORE TASK – Trained by OJT	Skill Level (Proficiency Code)	RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)
4.2 Plan and supervise OJT		
4.2.1 Prepare job qualification standards		
4.2.2 Conduct training		
4.2.3 Counsel trainees on their progress		
4.2.4 Monitor effectiveness of training		
4.2.4.1 Career knowledge upgrade		
4.2.4.2 Job proficiency upgrade		
4.2.4.3 Qualification		
4.3 Maintain training records		
4.4 Evaluate effectiveness of training programs		
4.5 Recommend personnel for training		
<b>5. MANAGEMENT</b>		
TR: AFI 64-109, FAR Part 7		
5.4 Customer education program	<b>3c</b>	AFI 64-109, Para 3.3, FAR 7, IMPAC,  Contracting Deployment Customer Guide Customer Education Simplified Acquisition Handbook
<b>10. COMPETITION REQUIREMENTS</b>	<b>c</b>	AFI 63-301 (Air Force Competition & Commercial Advocacy)
TR: FAR,DFARS, and AFFARS Part 6, AFI 63-301		Federal Acquisition Institute (FAI) - Unit 13 (Competition Requirements)
10.1 Full and open competition		Toolkit-6, FAR13.106, FAR 7.103
10.2 Full and open competition after exclusion of sources		
10.3 Other than full and open competition		
10.4 Determinations and findings (D&F)		FAR 1.7, FAR 6.303, FAR 6.304 & FAR 6.305
10.5 Justifications and approvals (J&A)		DFARS 206.303, DFARS 206.304,  AFFARS 5306.303, AFFARS 5306.304
10.6 Competition Advocate		AFI 63-301, FAR 6.5



CORE TASK – Trained by OJT	Skill Level (Proficiency Code)	RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)
<b>12. GOVERNMENT AND COMMERCIAL SOURCES *</b>  TR:FAR,DFARS, and AFFARS Parts 8,9,11,19,38,AFI 64-201	<b>C</b>	FAI Units 10 (Sources), 11 (Set-Asides), and 12 (8(a)), AFI 64-201, Toolkit 9, Toolkit 11, Toolkit-19, Toolkit-38
12.2 Commercial sources		
12.2.1 Socio-economic Programs*		Toolkit-8, FAR 9.107, Policy Memo 98-C-07
<b>14. CONTRACT TYPES</b>  TR: FAR DFARS Part 16		FAI Unit 18, Toolkit-16
14.1 Selecting Contract Types	<b>2b</b>	
14.2 Fixed Price Contracts	<b>2b</b>	
14.3 Cost Reimbursement Contracts	<b>b</b>	
14.4 Indefinite Delivery Contracts	<b>2b</b>	
<b>16. CONTRACTING BY NEGOTIATIONS</b>  TR: FAR, DFARS, AFFARS Parts 6,15,36,52,  and FAR Appendix BB		AF Contracting Library,  Toolkit 6, Toolkit 15, Toolkit 36, FAR 6, FAR 15, FAR 36, FAR 52
16.2 Formal Source Selection	<b>b</b>	AFFARS Appendix BB
16.3 Preparation of request for proposal (RFP)/Oral Presentation	<b>2b</b>	FAI Unit 26, Part B, FAR 15.102,
16.3.1 Preproposal conference/Site visit		FAI Unit 28-a
16.3.2 Amendments		FAR 15.206, FAI Unit 28
16.3.3 Cancellation of RFP before opening		FAI Unit 29
16.3.4 Late proposals/modification/cancel		FAR 15.208,
16.4 Source Selection	<b>2b</b>	FAR 15.1, FAR 15.3
16.4.1 Evaluate proposals		FAR 15.305
16.4.2 Competitive Range		FAI Unit 44,
16.4.3 Price analysis		FAI Unit 37
16.4.4 Cost analysis		FAI Unit 40,
16.4.5 Cost or Pricing Data		FAR 15.403
16.4.6 Negotiation preparation		FAR 15.405, FAI Unit 45A & B, FAI Unit 46

## 7 LEVEL OJT CORE TASKS

CORE TASK – Trained by OJT	Skill Level (Proficiency Code)	RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)
16.4.7 Write Price Negotiation Memorandum (PNM)		<a href="#">FAR 15.406</a>
16.5 Process Award	<b>2b</b>	<a href="#">FAR 15.504</a>
16.5.1 Information to unsuccessful offerors		<a href="#">FAR 15.503</a>
16.5.2 Legal review		
<b>17. COMMERCIAL ACQUISITION TR: FAR 10, 11, 12</b>	<b>3c</b>	<a href="#">AFI 63-504–Quality Assurance Evaluator Program</a> , <a href="#">AFMAN 64-108-Service Contracts</a> , <a href="#">Toolkit 12</a> , <a href="#">FAI - FASA Commercial Item Training Material</a>
17.1 General Policy		
17.2 Market Research		<a href="#">Toolkit 10</a> , <a href="#">FAI Unit 6</a>
17.2.1 Description of agency needs		<a href="#">Toolkit 11</a> ,
17.3 Solicitation		
17.3.1 Contract format		<a href="#">FAR 12.303</a>
17.3.2 Contract type		<a href="#">FAR 12.207</a>
17.3.3 Streamline Procedures		<a href="#">FAR 12.602</a>
17.4 Evaluation		
17.4.1 Offers		<a href="#">FAR 12.205</a>
17.4.2 Past Performance		<a href="#">FAR 12.206</a> , <a href="#">FAI Unit 61</a>
17.4.3 Streamline Procedures		<a href="#">FAR 12.603</a>
17.5 Award		
17.6 Administration		
17.6.1 Quality Assurance		<a href="#">FAR 12.208</a> , <a href="#">FAR 46.202-1</a> , <a href="#">FAI Unit 56</a>
17.6.2 Acceptance		<a href="#">FAI Unit 56</a>
17.6.3 Terminations		<a href="#">FAR 12.403</a> , <a href="#">FAR 49</a> , <a href="#">FAI Unit 59</a> , <a href="#">FAI Unit 83</a>
17.6.4 Warranties		<a href="#">FAR 12.404</a> ,
17.7 Applicability of Laws		<a href="#">FAR 12.503</a> , <a href="#">FAR 12.504</a>
<b>19. CONTRACT ADMINISTRATION</b>  <b>TR: AFI 63-504, AFMAN 64-108, FAR, DFARS, AFFARS Parts 12, 13, 22, 28, 29, 33, 36, 37, 42, 43, 49, 52, and 53</b>		<a href="#">Toolkit 12</a> , <a href="#">13</a> , <a href="#">22</a> , <a href="#">FAR 28</a> , <a href="#">FAR 29</a> , <a href="#">33</a> , <a href="#">36</a> , <a href="#">37</a> , <a href="#">42</a> , <a href="#">FAR 43</a> , <a href="#">FAR 49</a> , <a href="#">FAR 52</a> and <a href="#">FAR 53</a> <b>DFARS &amp; AFFARS Also Apply to FAR References</b>
19.2 Service contracts	<b>2b</b>	

CORE TASK – Trained by OJT	Skill Level (Proficiency Code)	RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)
19.2.1 Post-award conference		<a href="#">FAR 42.503</a> , <a href="#">FAI Unit 55</a> ,
19.2.2 Contract surveillance		<a href="#">FAR 42.1104</a>
19.2.3 Quality assurance		<a href="#">FAR 46</a> , <a href="#">FAI Unit 56</a>
19.2.4 Training Quality Assurance Evaluators (QAE)		<a href="#">QAE for Services</a> , <a href="#">AFMC QAE Webpage</a>
19.2.5 Monitor QAE performance		<a href="#">FAI Unit 56</a> ,
19.2.6 Contract discrepancy reports		
19.3 Construction contracts	<b>2b</b>	<a href="#">Toolkit 36</a> ,
19.3.1 Preconstruction orientation		<a href="#">FAR 36-212</a> ,
19.3.2 Material approval submittal		<a href="#">AFFARS 5336.290</a>
19.3.3 Monitor contract progress		<a href="#">FAR 36.515</a>
19.4 Contract modifications		<a href="#">FAR 43</a> , <a href="#">FAI Unit 76</a>
19.4.1 Administrative changes		<a href="#">FAR 43.103</a> ,
19.4.2 Change orders		<a href="#">FAR 43.2</a> ,
19.4.3 Supplemental agreements		<a href="#">FAR 43.103</a> ,
19.4.4 Exercising Options		<a href="#">FAR 17.107</a> , <a href="#">FAI Unit 77</a>
19.5 Termination	<b>c</b>	<a href="#">FAR 49</a> , <a href="#">FAI Unit 83</a>
19.5.1 Termination for cause		
19.5.2 Termination for convenience		<a href="#">FAR 49.502</a>
19.5.3 Termination for default		<a href="#">FAR 49.402</a>
19.5.4 Cure notice		<a href="#">FAR 49.607</a>
19.5.5 Show-cause letter		<a href="#">FAR 49.607</a>
<b>25. CONTINGENCY CONTRACTING SUPPORT</b>	<b>3c</b>	<a href="#">CON 234</a> , <a href="#">AF Contingency Webpage</a>
<b>TR: AF FAR APPENDIX CC</b>		<a href="#">AFFARS Appendix CC</a> , <a href="#">Contracting Deployment Customer Guide</a> , <a href="#">AFLMA Contingency Contracting</a>
25.1 General information		
25.2 Contracting authority/organization		<a href="#">AFFARS Appendix CC, CC-201</a>
25.3 Planning for contingency contracting support		<a href="#">AFFARS Appendix CC, CC-301</a> , <a href="#">AFLMA Contingency Contracting, Part I</a>
25.4 Training for contingency		<a href="#">AFFARS Appendix CC, CC-201</a> <a href="#">CON 234</a> , <a href="#">AF Contingency Webpage</a>
25.5 Contracting support for contingency operations		<a href="#">Contracting Deployment Customer Guide</a> <a href="#">Contingency Web Resources</a>
25.6 Automated Contracts System		<a href="#">CCMS (Contingency Contracting Software) SPS</a>
25.7 Force Protection		

PROFICIENCY CODE KEY		
	SCALE VALUE	DEFINITION: The individual
TASK  PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
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*TASK  KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
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	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
**SUBJECT  KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
<p>EXPLANATIONS * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>NOTE: All tasks and knowledge items shown with a proficiency code are trained during war time. (Wartime tasks are those tasks that must be taught when classes are accelerated in a wartime environment.)</p>		

# Contracting Squadron Training Plan

## Training Templates

### Introduction & Orientation

**OBJECTIVES:** To familiarize the trainee with the physical layout, mission and responsibility of the Contracting Squadron.

**Column 1** identifies the Tasks

**Column 2** identifies resources to assist in the OJT process.

**Column 3** use to document training completed.

**NOTE:** Specialty Training Standard (STS) 6C0X1-Training tasks are identified in **red**. Formal Documentation is required in the enlisted members CFETP for the STS items. The following table is **not** intended to replace the STS, it is provided to assist the trainee, trainer and supervisor in the OJT process.

1. TASKS	2. TECHNICAL REFERENCES/ TRAINING AIDES	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>1. General Orientation</b>						
1.1 Explain the mission	● <u>AFI 64-102</u> ● <u>AFI 64-109</u> ● <u>CDCs On Line</u> (See Unit 3)					
1.2. Reviews MAJCOM, Wing/Base, and office mission. STS Ref. 6.1/6.2	● Local Operating Instructions					
1.3. Reviews contracting office structure and tours contracting office	● <u>AFI 38-101</u> see figure 3.24 ● <u>AFI 64-109</u>					
1.4. Reviews base organizational structure, tours base, and meets major customers						
1.5. Review of training plan/ program and acquisition professional development STS Ref. 4	● <u>CFETP 6C0X1</u> ● <u>AFPC Training Web Site</u> ● <u>AFI 36-2201 - Chapter 4,</u> ● <u>AFPC Civilian Career Program Web Site</u> ● <u>Acquisition Professional Development Program</u>					
1.6. Review career ladder progression STS Ref. 1	● <u>AFMAN 36-2108</u> ● <u>CFETP</u>					
1.6.1 Progression in career ladder 6C0X1 STS Ref. 1.1	● <u>CFETP</u> ● <u>Contracting Career Paths</u>					
1.6.2 Duties of AFSCs 6C031 / 51 / 71 STS Ref. 1.2	● <u>AFMAN 36-2108 (Attach 36)</u> ● <u>AFI 64-102 (2.3 – 2.9)</u>					

1. TASKS	2. TECHNICAL REFERENCES/ TRAINING AIDES	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>2. Contracting Authority</b>	● CDCs On Line (See Unit 2)					
2.1. Explain the chain of command						
2.2. Explain command authority						
2.3. Explain base authority						
2.4. Explain Contracting officer's authority	● FAR 1.6					
<b>3. Ethical standards of conduct</b>						
3.1. Reviews Ethics Guidance						
3.2. Receives Annual Ethics Training	● DoD 5500.7r ● FAR 3 ● Directorate of Ethics & Fraud Remedies- (AFMC LO/JAF)					
3.3. Review Fraud & OSI Information	● AQC's Fraud & OSI Web Page					
<b>4. Security STS Ref. 2</b>	● AFI 31-401 ● DOD 5200.1R					
4.1 Information Security STS Ref. 2.1	● AFI 31-401					
4.1.1 Classification of information and use of MAJCOM/SOAs EFFIs STS Ref. 2.1.1	● AFI 31-401					
4.1.2 Prevention of security violations (Non-technical) STS Ref. 2.1.2	● AFI 31-401					
4.2 Operations Security (OPSEC) vulnerabilities of AFSC 6C0X1 STS Ref. 2.2	● AIR FORCE POLICY DIRECTIVE 10-11					
4.3 Computer Security (COMPUSEC) STS Ref. 2.3	● Information Awareness Training ● AFCA Information Protection Home Page ● AFMC Information Protection Home Page ● CIAC Information Bulletin (Recognizing Virus Hoaxes) ● AFCERT Operations ● National Security Agency ● Computer Security Information					
4.4 Force Protection STS Ref. 2.4						

1. TASKS	2. TECHNICAL REFERENCES/ TRAINING AIDES	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>5. Publications STS Ref. 7</b>	<ul style="list-style-type: none"> <li>● <u>AFIND 2</u> ● <u>AFIND 4</u> ● <u>AFIND 8</u></li> <li>● <u>AFIND 9</u> ● <u>FACs</u> ● <u>DACs</u> ● <u>AFACs</u></li> <li>● <u>Comptroller General Decisions</u> ●</li> <li><u>DFARS</u></li> <li>● <u>AFFARS</u></li> </ul>					
5.1. Air Force Publications STS Ref. 7.1	● <u>AFIND 2</u>					
5.2. Research Federal Acquisition Regulations STS 7.2	● <u>FAR Web Site</u>					
5.3. Comptroller General Decisions STS 7.1	● <u>Comptroller General Decisions</u>					
5.4. Understand relationship between FAR, DFARS, AFFARS, and MAJCOM Supplements	<ul style="list-style-type: none"> <li>● <u>FAR 1</u> ● <u>DFARS 201</u> ● <u>AFFARS 5301</u></li> <li>● <u>CDCs On Line</u> (See Unit 1)</li> </ul>					
5.5. Reads and understands Squadron/office Operating instructions (OIs)	● <u>Local Operating Instructions (OIs)</u>					
<b>F. Employee Safety Record</b>						
6.1. Completes AF Form 55, Employee Safety and Health Record	● <u>AF Form 55</u>					
6.2. Receives briefing on job safety	● <u>HQ AF SAFETY CENTER Ground Safety Links Web Site</u>					

# Contracting Squadron Training Plan

## Training Templates

### Management

NOTE: This section is primarily for civilian Copper Caps and Officer Trainees, but may be used for new superintendents and flight chiefs.

**Objectives:** To familiarize the trainee with the environment facing a squadron commander. The trainee will understand techniques for managing squadron workload, personnel and resources, inspections, and personnel management. In addition, the trainee will obtain insight into various management programs and aspects of customer relations. Finally, the trainee will understand the types of special occurrences that can take place at any time. For instance, protests, congressional, ratifications and year-end close-out.

<b>Column 1</b> identifies the Tasks <b>Column 2</b> identifies resources to assist in the OJT process. <b>Column 3</b> use to document training completed. <b>NOTE:</b> Specialty Training Standard (STS) 6C0X1-Training tasks are identified in <b>red</b> . Formal Documentation is required in the enlisted members CFETP for the STS items. The following table is <b>not</b> intended to replace the STS, it is provided to assist the trainee, trainer and supervisor in the OJT process.						
1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>1. CONTRACTING MISSION STS 6</b>	●AFPD 38-1, AFI 64-102, AFI 64-109, FAR					
1.1 Contracting organization STS 6.1						
1.2 Organization of unit to which assigned STS 6.2						



1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
1.3 Duties and Responsibilities of Key Management personnel	● <u>AFI 64-102</u> ● <u>AFI 64-109</u>					
1.3.1 Contracting Squadron Commander						
1.3.2 Director Of Contract Operations						
1.3.3 Contracting Superintendent	● <u>CFETP 6C0X1, 1st Sgt Academy</u> ● <u>1st Sgt Continuity Book</u>					
1.3.4 Flight Chiefs						
1.4 Squadron Metrics	LOCAL & MAJCOM					
2. CAREER LADDER PROGRESSION STS 1	● <u>AFMAN 36-2108</u> ● <u>CFETP</u> ● <u>Career Paths Contracting &amp; Manufacturing Career Program</u>					
2.1 Progression in career ladder STS 1.1						
3. Supervision STS 3	● <u>AFMAN 36-2108 (Attach 36)</u> , ● <u>AFPAM 36-2618 (Chap 4 &amp; 5)</u> ● <u>AFI 36-2201</u> ● <u>Civilian Personnel Operations</u>					
3.1 Orient new personnel STS 3.1	● <u>Introduction &amp; Orientation</u>					
3.2 Assign personnel to work areas STS 3.2						
3.3 Plan work assignments STS 3.3						
3.4 Schedule work assignments STS 3.4						

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
3.5 Establish: STS 3.5	● <u>AFI 36-2403 (Chapter 2) Feedback/EPRs</u>					
3.5.1 Work schedules STS 3.5.1						
3.5.2 Controls STS 3.5.2						
3.5.3 Performance standards STS 3.5.1						
3.6 Evaluate work performance of subordinates STS 3.6	● <u>AFI 36-2403 (1.1.5, 1.1.7, 1.1.9, 1.1.10)</u> ● <u>Chap 4</u>					
3.7 Resolve technical problems for subordinates STS 3.7						
3.8 Counsel personnel and resolve individual problems STS 3.8	● <u>1st Sgt Continuity Book</u>					
3.9 Initiate action to correct substandard performance by personnel STS 3.9	● <u>1st Sgt Continuity Book</u>					
3.10 Recognizing outstanding performance by personnel STS 3.10	● <u>AFI 36-2803, AFI 36-2805, (Local OIs)</u> ● <u>AF Homepage for Contracting Awards</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
4. TRAINING STS 2	<ul style="list-style-type: none"> <li>• <u>AFI 36-2101</u></li> <li>• <u>AFI36-2108</u></li> <li>• <u>AFI 36-2201 (chapter 4)</u></li> <li>• <u>AFMAN 36-2247</u></li> <li>• <u>AFPC Air Force Training Site</u></li> <li>• <u>Contracting and Manufacturing Civilian Career Program</u></li> </ul>					
4.1 Evaluate personnel to determine need for training STS 4.1						
4.2 Plan and supervise OJT STS 4.2						
4.2.1 Prepare job qualification standards STS 4.2.1						
4.2.2 Conduct training STS 4.2.2						
4.2.3 Counsel trainees on their progress STS 4.2.3						
4.2.4 Monitor effectiveness of training STS 4.2.4						
4.2.4.1 Career knowledge upgrade STS 4.2.14.1						
4.2.4.2 Job proficiency upgrade STS 4.2.4.2						
4.2.4.3 Qualification STS 4.2.4.3						
4.3 Maintain training records STS 4.3						
4.4 Evaluate effectiveness of training programs STS 4.4						
4.5 Recommend personnel for training STS 4.5						

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
5.7 Base Contracting Office Management Reports	● <u>AF Computer Systems Manual 70-333, Section 4.3.4</u>					
5.7.1 Workload Summary						
5.7.2 Productivity Summary						
5.7.3 Delinquent Actions						
5.7.4 Monthly Contracting Summary of Actions \$25,000 or Less (RCS DD-P&L(M)1015)						
5.7.5 Lead Time Summary						
5.7.6 Critical Purchase Request						
5.7.7 Award Location and Type						
5.7.8 Noncompetitive Actions						
5.7.9 Master SCSC Description						
5.7.10 Labor Standards Enforcement Report						
5.7.11 Requisition Summary						
5.7.12 Manpower Reports						
5.7.13 Print Workload Assignment						
5.7.14 Print Active Contracts						
5.7.15 System Reports Created by Contracting Systems Division						
5.7.16 Related Processing						
5.7.17 Contract Reporting STS 5.7						
5.7.17.1 7106 Report STS 5.7.1	● <u>AF Computer Systems Manual 70-333, Section 4.3.4.4</u>					
5.7.17.2 1015 Report STS 5.7.2						
5.7.17.3 1057 Report STS 5.7.3						
5.7.17.4 DD350 Report STS 5.7.4						
5.7.17.5 Summary Reporting STS 5.7.5						

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>6. Interfaces with customers</b>	Local					
6.1 Base Customers						
6.1.2 Civil Engineering						
6.1.3 Base Supply						
6.1.4 Transportation						
6.1.5 Services Squadron						
6.1.6 Hospital - Medical Services						
6.1.7 Commissary						
6.1.8 NAF						
6.2. Interfaces with base agencies						
6.2.1 Wing Commander						
6.2.2 Support Group Commander						
6.2.3 Operations Group Commander						
6.2.4 Logistics Group Commander						
6.2.5 Manpower						
6.2.6 Civilian Personnel						
6.2.7 Staff Judge Advocate						
6.2.8 Office of Special Investigations						
6.2.9 Comptroller						
6.2.10 Air Force Audit Agency						
6.2.11 Inspector General						
<b>7. Attends Meetings As Required</b>	Local					
7.1 Wing Standup meetings						
7.2 LG Standup/Staff Meetings						
7.3 Civil Engineering Meetings						
7.4 Facilities Utilization Board (FUB)						
7.5 Facilities Management Board (FMB)						
7.6 Financial Working Group (FWG)						
7.7 Quarters Improvement						

# Contracting Squadron Training Plan

## Training Templates

### Commodities

**OBJECTIVES:** To understand the various methods of acquisition for commodity type items. The use of simplified acquisition procedures, sealed bid, and negotiated contract procedures will form the basis of this understanding. In addition, the trainee will develop an understanding of contract administration procedures and learn about the various difficulties that may develop in the delivery of commodities (i.e. changes, modifications, warranties, etc.) Finally, the trainee will become familiar with management tools used by the flight/branch to monitor workload.

**Column 1** identifies the Tasks

**Column 2** identifies resources to assist in the OJT process.

**Column 3** use to document training completed.

**NOTE:** Specialty Training Standard (STS) 6C0X1-Training tasks are identified in **red**. Formal Documentation is required in the enlisted members CFETP for the STS items. The following table is **not** intended to replace the STS, it is provided to assist the trainee, trainer and supervisor in the OJT process.

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>BCAS</b>						
1. General information STS 8.1.1	<ul style="list-style-type: none"> <li>● <u>BCAS Manual (AF Computer Systems Manual 64-333)</u></li> <li>● <u>Mades II Manual, SPS</u></li> </ul>					
2 BCAS Processing Procedures						
2.1 Solicitation Process	<ul style="list-style-type: none"> <li>● <u>AF Computer Systems Manual 64-333, 4.3</u></li> </ul>					
2.1.1 RFQ						
2.1.1 Oral Solicitations						
2.1.2 Solicitation PIIN Changes						
2.1.3 Walk-through Solicitation Process						
2.1.4 Return to Customers for Additional Information (MACR)						

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
2.1.5 Cancel Open PR						
2.1.6 Bidders Mailing List (129 Processing)						
2.1.7 Central Contractor Registration						
2.2 Award Processes STS 8.1.2	● <u>AF Computer Systems Manual 64-333, 4.3.2</u>					
2.2.1 Evaluation and Awards						
2.2.1.1 Prepare Abstracts						
2.2.1.2 Purchase Order						
2.2.1.3 Delivery Order						
2.2.1.4 Blanket Delivery Order						
2.2.1.5 Blanket Purchase Agreement Calls						
2.2.1.6 Contracts						
2.2.1.7 Summary Reporting						
2.2.1.8 Unpriced Purchase Order						
2.2.1.9 Blanket Purchase Agreement						
2.2.1.10 Miscellaneous Awards						
2.2.1.11 Sales Actions						
2.2.2 Processing Completed Abstracts						
2.2.3 Consolidating Solicitation Items on single award						
2.2.4 Walk-thru Demand Processing						
2.2.5 Automatic Purchase Orders						
2.2.6 Automatic Delivery Orders						
2.2.7 Individual Procurement Action Report (DD Form 350)						
2.2.8 Next FY Procedures						
2.2.9 Year End Procedures						

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
2.3 Administration STS 8.1.3	● <u>AF Computer Systems Manual 64-333, 4.3.3</u>					
2.3.1 Follow-up Requests						
2.3.2 Line Item Cancellation						
2.3.2.1 Return Codes						
2.3.3 Stock Number Changes						
2.3.4 Vendor Performance						
2.3.5 Modifications						
2.3.5.1 Draft/Temporary Modifications						
2.3.5.2 "X" Modifications						
2.3.5.2 "Z" Records						
2.3.6 Contract Closeout/BPA Deactivation						
2.3.7 Contract Suspense System						
2.3.7.1 Contract Administrator Information						
2.3.7.2 Administrative Records (Non-Obligating)						
2.3.7.3 Semiannual BPA review Notification						
2.3.7.4 Contract Expiration notices						
2.3.8 Customer Administrative Lead Time (CALT)						
2.4 Management Analysis Reports STS 8.1.4	● <u>AF Computer Systems Manual 64-333, 4.3.4</u>					
2.5 MADESII	● <u>Mades II Manual,</u>					
2.6 SPS Information	● <u>AFCIS</u> ● <u>SPS</u>					



1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>3. COMPETITION REQUIREMENTS STS 10</b>	<ul style="list-style-type: none"> <li>• <u>AFI 63-301 (Air Force Competition &amp; Commercial Advocacy)</u></li> <li>• <u>Federal Acquisition Institute (FAI) - Unit 13 (Competition Requirements)</u></li> </ul>					
3.1 Full and open competition STS 10.1	• <u>Toolkit-6</u> • <u>FAR 13.106</u> • <u>FAR 7.103</u>					
3.2 Full and open competition after exclusion of sources STS 10.2	• <u>FAR 6.2</u>					
3.3 Other than full and open competition STS 10.3	• <u>FAR 6.302</u>					
3.4 Determinations and findings (D&F) STS 10.4	<ul style="list-style-type: none"> <li>• <u>FAR 1.7</u> • <u>FAR 6.303</u> • <u>FAR 6.304</u></li> <li>• <u>FAR 6.305</u></li> </ul>					
3.5 Justifications and approvals (J&A) STS 10.5	<ul style="list-style-type: none"> <li>• <u>DFARS 206.303</u> • <u>DFARS 206.304</u></li> <li>• <u>AFFARS 5306.303</u></li> <li>• <u>AFFARS 5306.304</u></li> </ul>					
3.6 Competition Advocate STS 10.6	• <u>AFI 63-301</u> • <u>FAR 6.5</u>					
<b>4. REQUIREMENTS DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• <u>FAI Units 6 (Market Research)</u></li> <li>• <u>7 (Requirements Documents)</u></li> <li>• <u>Toolkit -10</u> • <u>Toolkit-11</u></li> </ul>					
4.1 Review technical requirements STS 11.1						
4.1.1 Purchase request STS 11.1.1						
4.1.2 Specifications STS 11.1.2	• <u>FAR 11.201</u>					
4.1.3 Sole source justifications STS 11.1.4	• <u>FAR 13.501</u> • <u>FAR 6.3</u>					
4.1.4 Brand name justifications STS 11.1.5	<ul style="list-style-type: none"> <li>• <u>FAR 11.104</u> • <u>FAR 6.302-1 (c)</u></li> <li>• <u>DFARS 211.270</u></li> </ul>					
4.1.5 Write memorandum for record STS 11.1.6	• <u>FAR 8.404(b)(7)</u>					
4.1.6 Select lease vs. purchase STS 11.1.8	<ul style="list-style-type: none"> <li>• <u>FAI Unit 14</u> • <u>FAR 7.4</u></li> <li>• <u>DFARS 207.4</u></li> </ul>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>6. SIMPLIFIED ACQUISITION</b>	<ul style="list-style-type: none"> <li>● <a href="#">FAI 17</a> ● <a href="#">Toolkit-13</a></li> <li>● <a href="#">AFI 64-109</a> ● <a href="#">SAP Interactive Training Course (DAU)</a></li> <li>● <a href="#">FAI Unit 28a</a></li> <li>● <a href="#">CDC 6C051</a> ● <a href="#">FAR 13</a></li> <li>● <a href="#">AFI 64-109</a></li> </ul>					
6.1 General policy STS 13.1	.					
6.1.1 Micropurchases STS 13.1.1	● <a href="#">See References above.</a>					
6.1.2 Commodities STS 13.1.2	● <a href="#">See References above.</a>					
6.2 Perform Solicitation STS 13.2	.					
6.2.1 Required competition STS 13.2.1	● <a href="#">FAR 13.106-1</a> ● <a href="#">AFFARS 5313.106</a>					
6.2.2 Written Request For Quotation* (RFQ) STS 13.2.2	● <a href="#">FAI 26, Part A</a>					
6.2.3 Oral solicitation STS 13.2.3	● <a href="#">FAI Unit 25</a>					
6.3 Evaluate quotations STS 13.3	<ul style="list-style-type: none"> <li>● <a href="#">FAI Unit 49, Part C</a></li> <li>● <a href="#">FAR 13.106-2</a></li> </ul>					
6.4 Prepare purchase order STS 13.4	<ul style="list-style-type: none"> <li>● <a href="#">FAI Unit 50, Part B</a></li> <li>● <a href="#">FAI Unit 51</a> ● <a href="#">FAR 13.302</a></li> </ul>					
6.5 Prepare unpriced purchase order STS 13.5	● <a href="#">FAI Unit 19</a>					
6.6 Prepare delivery order STS 13.6	● <a href="#">See References above.</a>					
6.7 Blanket Purchase Agreements (BPA) STS 13.7	<ul style="list-style-type: none"> <li>● <a href="#">FAR 13.303</a> ● <a href="#">DFARS 213.203</a> ● <a href="#">AFFARS 5313.203</a></li> </ul>					
6.7.1 Establish agreements STS 13.7.1	.					
6.7.2 Place BPA calls STS 13.7.2	..					
6.7.3 Summary Reporting STS 13.7.3	.					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
6.8 Other simplified procedures STS 13.8						
6.8.1 Standard Form 44* STS 13.8.1	• <u>FAR 13.306</u> • <u>DFARS</u> <u>213.505-3</u>					
6.8.2 Governmentwide Commercial Purchase Card/3rd Party Draft STS 13.8.2	• <u>FAR 13.301</u> • <u>Toolkit</u> <u>13</u>					
6.8.2.1 Purchasing STS 13.8.2.1	• <u>See References above.</u>					
6.8.2.2 Method of Payment STS 13.8.2.2	• <u>FAI Unit 22</u>					
6.9 DD 350 Reporting STS 13.9	• <u>Toolkit 4</u>					
6.10.1 Post award orientation STS 13.10	• <u>FAI Unit 55</u>					
6.10.2 Perform follow-up STS 13.10.2						
6.10.3 Modifications STS 13.10.3	• <u>FAI Unit 76</u>					
6.10.4 Terminate or cancel purchase order STS 13.10.4	• <u>FAI Unit 29</u>					
6.10.5 Terminate or cancel delivery order STS 13.10.5	..					
7. CONTRACT TYPES	• <u>FAI Unit 18</u> • <u>Toolkit-16</u> • <u>FAR 16</u> • <u>DFARS 216</u>					
7.1 Selecting Contract Types STS 14.1						
7.2 Fixed Price Contracts STS 14.2						
7.3 Cost Reimbursement Contracts STS 14.3						

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>8. CONTRACTING BY SEALED BIDDING</b>	<ul style="list-style-type: none"> <li>• Toolkit-14 •</li> <li>• <u>FAI Unit 17</u></li> <li>• <u>FAI Unit 27-Part A</u> •</li> <li>• <u>FAI Unit 47</u></li> <li>• FAR 14</li> </ul>					
8. General rules for solicitation of bids STS 15.1						
8. General rules for solicitation of bids STS 15.1						
8.1 Commodities STS 15.1.3						
8.2 Preparation of invitation for bid (IFB) STS 15.2	<ul style="list-style-type: none"> <li>• <u>FAI Unit 26 – Part C</u></li> </ul>					
8.2.1 Solicitation mailing list STS 15.2.1	<ul style="list-style-type: none"> <li>• <u>FAR 14.205,</u></li> </ul>					
8.2.2 Pre-bid conference/site visit STS 15.2.2	<ul style="list-style-type: none"> <li>• <u>FAI Unit 28a</u> •</li> <li>• <u>FAR 14.207</u></li> </ul>					
8.2.3 IFB Amendment STS 15.2.3	<ul style="list-style-type: none"> <li>• <u>FAI Unit 28</u> •</li> <li>• <u>FAI Unit 29</u></li> </ul>					
8.2.4 Late bids/modification/withdrawals of bids STS 15.2.4	<ul style="list-style-type: none"> <li>• <u>FAR 14.304</u></li> </ul>					
8.2.5 Postponement of bid opening STS 15.2.5	<ul style="list-style-type: none"> <li>• <u>FAR 14.402-3</u></li> </ul>					
8.2.6 Bid Opening STS 15.2.6	<ul style="list-style-type: none"> <li>• <u>FAR 14.402</u></li> </ul>					
8.2.7 Bid Evaluation STS 15.2.7	<ul style="list-style-type: none"> <li>• <u>FAI Unit 33</u> •</li> <li>• <u>FAI Unit 49, Part A,</u></li> </ul>					
8.2.8 Process awards STS 15.2.8	<ul style="list-style-type: none"> <li>• <u>FAI Unit 50, Part A</u></li> </ul>					
8.2.9 Information to unsuccessful bidders STS 15.2.9	<ul style="list-style-type: none"> <li>• <u>FAI Unit 51</u></li> </ul>					
8.2.10 Legal review STS 15.2.10	<ul style="list-style-type: none"> <li>• See MAJCOM SUP</li> </ul>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>9. CONTRACTING BY NEGOTIATIONS</b>	<ul style="list-style-type: none"> <li>• <u>Toolkit Part15</u></li> <li>• <u>FAR 6</u> • <u>FAR 15</u></li> <li>• <u>FAR 36</u> • <u>FAR 52</u></li> <li>• <u>FAR Appendix BB</u></li> </ul>					
9.1 General requirements STS 16.1						
9.1.1 Commodities STS 16.1.1						
9.2 Formal Source Selection STS 16.2	• <u>AFFARS Appendix BB</u>					
9.3 Preparation of request for proposal (RFP)/Oral Presentation STS 16.3	• <u>FAI Unit 26, Part B, FAR 15.102,</u>					
9.3.1 Preproposal conference/Site visit STS 16.3.1	• <u>FAI Unit 28-a</u>					
9.3.2 Amendments STS 16.3.2	• <u>FAR 15.206</u> • <u>FAI Unit 28</u>					
9.3.3 Cancellation of RFP before opening STS 16.3.3	• <u>FAI Unit 29</u>					
9.3.4 Late proposals/modification/cancel STS 16.3.4	• <u>FAR 15.208,</u>					
9.4 Source Selection STS 16.3.4	• <u>FAR 15.1</u> • <u>FAR 15.3</u>					
9.4.1 Types of Source Selection Processes and Techniques	• <u>FAR 15.1</u>					
9.4.2 Best Value	• <u>FAR 15.101</u>					
9.4.3 Trade-off Process	• <u>FAR 15.101-1</u>					
9.4.4 Lowest Price Technically Acceptable Source Selection Process	• <u>FAR 15.101-2</u>					
9.4.5 Evaluate proposals STS 16.3.4.1	• <u>FAR 15.305</u>					
9.4.6 Competitive Range STS 16.3.4.2	• <u>FAI Unit 44</u>					
9.4.7 Price analysis STS 16.3.4.3	• <u>FAI Unit 37</u> • <u>Toolkit -Pricing Info</u>					
9.4.8 Cost analysis STS 16.3.4.4	• <u>FAI Unit 40</u> • <u>Toolkit -Pricing Info</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
9.4.8 Cost or Pricing Data STS 16.3.4.5	• <u>FAR 15.403</u>					
9.4.9 Negotiation preparation STS 16.3.4.6	• <u>FAR 15.405</u> • <u>FAI Unit 45A &amp; B</u> • <u>FAI Unit 46</u> • <u>Toolkit 15</u>					
9.4.10 Write Price Negotiation Memorandum (PNM) STS 16.3.4.7	• <u>FAR 15.406</u>					
9.4.11 Process Award STS 16.3.4.7						
9.4.11.1 Information to unsuccessful offerors STS 16.3.4.7	• <u>FAR 15.506</u>					
9.4.11.2 Legal Review STS 16.3.4.7						
9.4.2 Competitive Range STS 16.3.4.2	• <u>FAI Unit 44,</u>					
9.4.3 Price analysis STS 16.3.4.3	• <u>FAI Unit 37</u>					
9.4.4 Cost analysis STS 16.3.4.4	• <u>FAI Unit 40,</u>					
9.4.5 Cost or Pricing Data STS 16.3.4.5	• <u>FAR 15.403</u>					
9.4.6 Negotiation preparation STS 16.3.4.6	• <u>FAR 15.405</u> • <u>FAI Unit 45A &amp; B</u> • <u>FAI Unit 46</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>10. COMMERCIAL ACQUISITION</b>	<ul style="list-style-type: none"> <li>• <u>AFI 63-504—Quality Assurance Evaluator Program</u></li> <li>• <u>AFMAN 64-108-Service Contracts</u></li> <li>• <u>Toolkit 12</u> • <u>FAI - FASA Commercial Item Training Material</u></li> <li>• <u>FAR 10</u> • <u>FAR 11</u></li> <li>• <u>FAR 12</u> • <u>CDCs</u></li> </ul>					
10.1 General Policy STS 17.1						
10.2 Market Research STS 17.2	<ul style="list-style-type: none"> <li>• <u>Toolkit 10</u></li> <li>• <u>FAI Unit 6</u></li> </ul>					
10.2.1 Description of agency needs STS 17.2.1	<ul style="list-style-type: none"> <li>• <u>Toolkit 11</u></li> </ul>					
10.3 Solicitation STS 17.3						
10.3.1 Contract format STS 17.3.1	<ul style="list-style-type: none"> <li>• <u>FAR 12.303</u></li> </ul>					
10.3.2 Contract type STS 17.3.2	<ul style="list-style-type: none"> <li>• <u>FAR 12.207</u></li> </ul>					
10.3.3 Streamline Procedures STS 17.3.3	<ul style="list-style-type: none"> <li>• <u>FAR 12.602</u></li> </ul>					
10.4 Evaluation STS 17.4						
10.4.1 Offers STS 17.4.1	<ul style="list-style-type: none"> <li>• <u>FAR 12.205</u></li> </ul>					
10.4.2 Past Performance STS 17.4.2	<ul style="list-style-type: none"> <li>• <u>FAR 12.206</u></li> <li>• <u>FAI Unit 61</u></li> </ul>					
10.4.3 Streamline Procedures STS 17.4.3	<ul style="list-style-type: none"> <li>• <u>FAR 12.603</u></li> </ul>					
10.5 Award STS 17.5						
10.6 Administration STS 17.6						
10.6.2 Acceptance STS 17.6.2	<ul style="list-style-type: none"> <li>• <u>FAI Unit 56</u></li> </ul>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
10.6.3 Terminations STS 17.6.3	<ul style="list-style-type: none"> <li>● FAR 12.403 ● FAR 49</li> <li>● FAI Unit 59, FAI Unit 83</li> </ul>					
10.6.4 Warranties STS 17.6.4	<ul style="list-style-type: none"> <li>● FAR 12.404,</li> </ul>					
10.7 Applicability of Laws STS 17.6.7	<ul style="list-style-type: none"> <li>● FAR 12.503 ● FAR 12.504</li> </ul>					
11. DISPUTES	<ul style="list-style-type: none"> <li>● AOC Policy</li> <li>● FAR 19 ● FAR 22 ● FAR 32</li> <li>● FAR 33</li> </ul>					
11.1 Protests STS 18.1						
11.2 Disputes STS 18.2						
11.2.1 Alternative dispute resolution STS 18.2.1						
11.2.2 Claims STS 18.2.2						
11.2.3 Final Decision STS 18.2.3						
11.3 Appeals STS 18.3						



1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>12. CONTRACT ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• Toolkit 12 • Toolkit 13 • Toolkit 22</li> <li>• FAR 28 • FAR 29</li> <li>• Toolkit 33</li> <li>• Toolkit 36 • Toolkit 37 • Toolkit 42</li> <li>• FAR 43 • FAR 49</li> <li>• FAR 52</li> <li>• FAR 53</li> </ul>					
12.1 Commodity contracts STS 19.1	.					
12.2 Post-award Conference	..					
12.3 Novation	..					
12.4 Contract modifications STS 19.4	• FAR 43 • FAI Unit 76					
12.4.1 Administrative changes STS 19.4.1	• FAR 43.103					
12.4.2 Change orders STS 19.4.2	• FAR 43.2					
12.4.3 Supplemental agreements STS 19.4.3	• FAR 43.103					
12.4.4 Exercising Options STS 19.4.4	• FAR 17.107 • FAI Unit 77					
12.5 Termination STS 19.5	• FAR 49 • FAI Unit 83					
12.5.1 Termination for cause STS 19.5.1	..					
12.5.2 Termination for convenience STS 19.5.2	• FAR 49.502					
12.5.3 Termination for default STS 19.5.3	• FAR 49.402					
12.5.4 Cure notice STS 19.5.4	• FAR 49.607					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
12.5.5 Show-cause letter STS 19.5.5	• <u>FAR 49.607</u>					
12.7 Payment methods STS 19.7	..					
12.8 Assignment of Claims	..					
13. BONDS, INSURANCE, AND TAXES	• AQC Policy • <u>FAR 28</u> • <u>FAR 29</u> • <u>DFARS</u> • <u>AFFARS</u>					
14. CLOSEOUT RECORDS AND CONTRACT FILE PROCEDURES	• <u>FAR 4</u> , • <u>DFARS 5204</u> • <u>AFFARS 5304</u> , • <u>AFI 37-138</u>					
14. Fixed-price STS 14.1	.					
14.2 Cost-reimbursement STS 14.2	.					
14.3 Other close-out/disposition procedures STS 14.3	.					
15. CONTRACT LAW'S BASIC CONCEPTS	• <u>FAR Part 52.2</u>					
16. NONAPPROPRIATED FUND CONTRACTING	• <u>AFI 64-301</u> • <u>AFMAN 64-302</u>					
16.1 General policies STS 23.1	.					
16.2 Servicing contracting office responsibilities STS 23.2	.					
16.3 NAF Custodian responsibilities & authorities STS 23.2	.					
16.2 NAF Clauses	.					
16.3 NAF Surveillance						

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
17. UNIQUE CONTRACTING CONCERNS	<ul style="list-style-type: none"> <li>• <u>AQC Policy</u></li> <li>• <u>FAR 23</u> • <u>FAR 25</u></li> <li>• <u>FAR 36</u> • <u>FAR 37</u></li> <li>• <u>DFARS</u></li> <li>• <u>AFFARS</u> • 41 CFR 201</li> </ul>					
17.1 Foreign acquisition STS 24.1	.					
17.2 Environmental aspects of contracting STS 24.5	.					
17.3 HAZMART	.					
17.4 COPARS Operations	.					
17.5 COCESS Operations	.					
17.6 Governmentwide commercial purchase card program	• <u>Toolkit 13</u>					
18. Flight Metrics	• Local					

# Contracting Squadron Training Plan

## Training Templates

### Services

**OBJECTIVES:** To understand the various methods for acquiring services by contract. The use of simplified acquisition procedures, sealed bid, and negotiated contract procedures will form the basis of this understanding. Furthermore, the trainee will develop an understanding of contract administration procedures and learn about the various contingencies that may develop in the performance of service contracts. Finally, the trainee will become familiar with management tools used by the flight chief to monitor workload.

**Column 1** identifies the Tasks

**Column 2** identifies resources to assist in the OJT process.

**Column 3** use to document training completed.

**NOTE:** Specialty Training Standard (STS) 6C0X1-Training tasks are identified in **red**. Formal Documentation is required in the enlisted members CFETP for the STS items. The following table is **not** intended to replace the STS, it is provided to assist the trainee, trainer and supervisor in the OJT process.

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
BCAS						
1. General information STS 8.1.1	<ul style="list-style-type: none"> <li>● BCAS Manual (AF Computer Systems Manual 64-333)</li> <li>● Mades II Manual, SPS</li> </ul>					
2 BCAS Processing Procedures						
2.1 Solicitation Process	<ul style="list-style-type: none"> <li>● AF Computer Systems Manual 64-333, 4.3</li> </ul>					
2.1.1 RFQ						
2.1.1 Oral Solicitations						
2.1.2 Solicitation PIIN Changes						
2.1.3 Walk-through Solicitation Process						

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
2.1.4 Return to Customers for Additional Information (MACR)	.					
2.1.5 Cancel Open PR	.					
2.1.6 Bidders Mailing List (129 Processing)	.					
2.1.7 Central Contractor Registration	• <u>Central Contractor Registration</u>					
2.2 Award Processes STS 8.1.2	• <u>AF Computer Systems Manual 64-333, 4.3.2</u>					
2.2.1 Evaluation and Awards	.					
2.2.1.1 Prepare Abstracts	.					
2.2.1.2 Purchase Order	.					
2.2.1.3 Delivery Order	.					
2.2.1.4 Blanket Delivery Order	.					
2.2.1.5 Blanket Purchase Agreement Calls	.					
2.2.1.6 Contracts	.					
2.2.1.7 Summary Reporting	.					
2.2.1.8 Unpriced Purchase Order	.					
2.2.1.9 Blanket Purchase Agreement	.					
2.2.1.10 Miscellaneous Awards	.					
2.2.1.11 Sales Actions	.					
2.2.2 Processing Completed Abstracts	.					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
2.2.3 Consolidating Solicitation Items on single award	.					
2.2.4 Walk-thru Demand Processing	.					
2.2.5 Automatic Purchase Orders	.					
2.2.6 Automatic Delivery Orders	.					
2.2.7 Individual Procurement Action Report (DD Form 350)	.					
2.2.8 Next FY Procedures	.					
2.2.9 Year End Procedures	.					
2.3 Administration STS 8.1.3	• <u>AF Computer Systems Manual 64-333, 4.3.3</u>					
2.3.1 Follow-up Requests	.					
2.3.2 Line Item Cancellation	.					
2.3.2.1 Return Codes	.					
2.3.3 Stock Number Changes	.					
2.3.4 Vendor Performance	.					
2.3.5 Modifications	.					
2.3.5.1 Draft/Temporary Modifications	.					
2.3.5.2 "X" Modifications	.					
2.3.5.2 "Z" Records	.					
2.3.6 Contract Closeout/BPA Deactivation	.					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
2.3.7 Contract Suspense System						
2.3.7.1 Contract Administrator Information						
2.3.7.2 Administrative Records (Non-Obligating)						
2.3.7.3 Semiannual BPA review Notification						
2.3.7.4 Contract Expiration notices						
2.3.8 Customer Administrative Lead Time (CALT)						
2.4 Management Analysis Reports STS 8.1.4	● <u>AF Computer Systems Manual 64-333, 4.3.4</u>					
2.5 MADESII	● <u>Mades II Manual,</u>					
2.6 SPS Information	● <u>AFCIS</u> ● <u>SPS</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>3. COMPETITION REQUIREMENTS STS 10</b>	<ul style="list-style-type: none"> <li>● <u>AFI 63-301 (Air Force Competition &amp; Commercial Advocacy)</u></li> <li>● <u>Federal Acquisition Institute (FAI) - Unit 13 (Competition Requirements)</u></li> </ul>					
<b>3.1 Full and open competition STS 10.1</b>	<ul style="list-style-type: none"> <li>● <u>Toolkit-6</u></li> <li>● <u>FAR 13.106</u></li> <li>● <u>FAR 7.103</u></li> </ul>					
<b>3.2 Full and open competition after exclusion of sources STS 10.2</b>	<ul style="list-style-type: none"> <li>● <u>FAR 6.2</u></li> </ul>					
<b>3.3 Other than full and open competition STS 10.3</b>	<ul style="list-style-type: none"> <li>● <u>FAR 6.302</u></li> </ul>					
<b>3.4 Determinations and findings (D&amp;F) STS 10.4</b>	<ul style="list-style-type: none"> <li>● <u>FAR 1.7</u></li> <li>● <u>FAR 6.303</u></li> <li>● <u>FAR 6.304</u></li> <li>● <u>FAR 6.305</u></li> </ul>					
<b>3.5 Justifications and approvals (J&amp;A) STS 10.5</b>	<ul style="list-style-type: none"> <li>● <u>DFARS 206.303</u></li> <li>● <u>DFARS 206.304</u></li> <li>● <u>AFFARS 5306.303</u></li> <li>● <u>AFFARS 5306.304</u></li> </ul>					
<b>3.6 Competition Advocate STS 10.6</b>	<ul style="list-style-type: none"> <li>● <u>AFI 63-301</u></li> <li>● <u>FAR 6.5</u></li> </ul>					



1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>4. REQUIREMENTS DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• <u>FAI Units 6 (Market Research)</u></li> <li>• <u>7 (Requirements Documents)</u></li> <li>• <u>Toolkit -10</u> • <u>Toolkit-11</u></li> </ul>					
4.1 Review technical requirements STS 11.1						
4.1.1 Purchase request STS 11.1.1						
4.1.2 Specifications STS 11.1.2	• <u>FAR 11.201</u>					
4.1.3 Sole source justifications STS 11.1.4	• <u>FAR 13.501</u> • <u>FAR 6.3</u>					
4.1.4 Brand name justifications STS 11.1.5	• <u>FAR 11.104</u> • <u>FAR 6.302-1(c)</u> • <u>DFARS 211.270</u>					
4.1.5 Write memorandum for record STS 11.1.6	• <u>FAR 8.404(b)(7)</u>					
4.1.6 Select lease vs. purchase STS 11.1.8	• <u>FAI Unit 14</u> • <u>FAR 7.4</u> • <u>DFARS 207.4</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>5. GOVERNMENT AND COMMERCIAL SOURCES</b>	.					
5.1 Government sources STS 12.1	• <u>Toolkit Part 8</u>					
5.1.1 Review mandatory government sources STS 12.1.1	.					
5.1.2 Determine priority for use of government sources STS 12.1.2	.					
5.2 Commercial sources STS 12.2	.					
5.2.1 Socio-economic Programs STS 12.2.1	• <u>Toolkit-8</u> • <u>FAR 9.107</u> • <u>Policy Memo 98-C-07</u>					
5.2.2 Maintain open market sources STS 12.2.2	.					
5.2.3 Review debarred, suspended or ineligible list of contractors STS 12.2.3	.					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>6. SIMPLIFIED ACQUISITION</b>	<ul style="list-style-type: none"> <li>• <u>FAI 17</u> • <u>Toolkit-13</u></li> <li>• <u>AFI 64-109</u></li> <li>• <u>SAP Interactive Training Course (DAU)</u></li> <li>• <u>FAI Unit 28a</u></li> <li>• <u>CDC 6C051 (Set A Vol.2)</u></li> <li>• <u>FAR 13</u></li> <li>• <u>AFI 64-109</u> • <u>Toolkit FAR 37</u></li> </ul>					
6.1 General policy STS 13.1	..					
6.1.1 Micropurchases STS 13.1.1	• <u>See References above.</u>					
6.1.2 Services STS 13.1.3	• <u>See References above.</u>					
6.2 Perform Solicitations STS 13.2	.					
6.2.1 Required competition STS 13.2.1	• <u>FAR 13.106-1</u> • <u>AFFARS 5313.106</u>					
6.2.2 Written Request For Quotation (RFQ) STS 13.2.2	• <u>FAI 26, Part A</u>					
6.2.3 Oral solicitation STS 13.2.3	• <u>FAI Unit 25,</u>					
6.3 Evaluate quotations STS 13.3	• <u>FAI Unit 49, Part C</u> • <u>FAR 13.106-2</u>					
6.4 Prepare purchase order STS 13.4	• <u>FAI Unit 50, Part B</u> • <u>FAI Unit 51</u> • <u>FAR 13.302</u>					
6.5 Prepare unpriced purchase order STS 13.5	• <u>FAI Unit 19</u>					
6.6 Prepare delivery order STS 13.6	• <u>See References above.</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>7. CONTRACT TYPES</b>	<ul style="list-style-type: none"> <li>FAI Unit 18</li> <li>Toolkit-16</li> <li>FAR 16</li> <li>DFARS 216</li> </ul>					
7.1 Selecting Contract Types STS 14.1	.					
7.2 Fixed Price Contracts STS 14.2	.					
7.3 Cost Reimbursement Contracts STS 14.3	.					
7.4 Indefinite Delivery Contracts STS 14.4	.					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>8. CONTRACTING BY SEALED BIDDING</b>	<ul style="list-style-type: none"> <li>• Toolkit-14 • FAI Unit 17</li> <li>• FAI Unit 27-Part A • FAI Unit 47</li> <li>• FAR 14 • Toolkit FAR 37</li> </ul>					
8. General rules for solicitation of bids STS 15.1	.					
8.1 Services STS 15.1.1	.					
8.2 Preparation of invitation for bid (IFB) STS 15.2	• FAI Unit 26 – Part C					
8.2.1 Solicitation mailing list STS 15.2.1	• FAR 14.205,					
8.2.2 Pre-bid conference/site visit STS 15.2.2	• FAI Unit 28a • FAR 14.207					
8.2.3 IFB Amendment STS 15.2.3	• FAI Unit 28 • FAI Unit 29					
8.2.4 Late bids/modification/withdrawals of bids STS 15.2.4	• FAR 14.304					
8.2.5 Postponement of bid opening STS 15.2.5	• FAR 14.402-3					
8.2.6 Bid Opening STS 15.2.6	• FAR 14.402					
8.2.7 Bid Evaluation STS 15.2.7	• FAI Unit 33 • FAI Unit 49, Part A,					
8.2.8 Process awards STS 15.2.8	• FAI Unit 50, Part A					
8.2.9 Information to unsuccessful bidders STS 15.2.9	• FAI Unit 51					
8.2.10 Legal review STS 15.2.10	• See MAJCOM SUP					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>9. CONTRACTING BY NEGOTIATIONS</b>	<ul style="list-style-type: none"> <li>• <u>Toolkit Part15</u></li> <li>• <u>FAR 6</u> • <u>FAR 15</u></li> <li>• <u>Toolkit 37</u></li> <li>• <u>FAR 52</u></li> <li>• <u>Appendix BB</u></li> </ul>					
9.1 General requirements STS 16.1	.					
9.1.1 Services STS 16.1.2	.					
9.2 Formal Source Selection STS 16.2	• <u>AFFARS Appendix BB</u>					
9.3 Preparation of request for proposal (RFP)/Oral Presentation STS 16.3	• <u>FAI Unit 26, Part B, FAR 15.102,</u>					
9.3.1 Preproposal conference/Site visit STS 16.3.1	• <u>FAI Unit 28-a</u>					
9.3.2 Amendments STS 16.3.2	• <u>FAR 15.206</u> • <u>FAI Unit 28</u>					
9.3.3 Cancellation of RFP before opening STS 16.3.3	• <u>FAI Unit 29</u>					
9.3.4 Late proposals/modification/cancel STS 16.3.4	• <u>FAR 15.208,</u>					
9.4 Source Selection STS 16.3.4	• <u>FAR 15.1</u> • <u>FAR 15.3</u>					
9.4.1 Types of Source Selection Processes and Techniques	• <u>FAR 15.1</u>					
9.4.2 Best Value	• <u>FAR 15.101</u>					
9.4.3 Trade-off Process	• <u>FAR 15.101-1</u>					
9.4.4 Lowest Price Technically Acceptable Source Selection Process	• <u>FAR 15.101-2</u>					
9.4.5 Evaluate proposals STS 16.3.4.1	• <u>FAR 15.305</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
9.4.6 Competitive Range STS 16.3.4.2	• <u>FAI Unit 44</u>					
9.4.7 Price analysis STS 16.3.4.3	• <u>FAI Unit 37</u> • <u>Toolkit -Pricing Info</u>					
9.4.8 Cost analysis STS 16.3.4.4	• <u>FAI Unit 40</u> • <u>Toolkit -Pricing Info</u>					
9.4.5 Cost or Pricing Data STS 16.3.4.5	• <u>FAR 15.403</u>					
9.4.9 Negotiation preparation STS 16.3.4.6	• <u>FAR 15.405</u> • <u>FAI Unit 45A &amp; B</u> • <u>FAI Unit 46</u> • <u>Toolkit 15</u>					
9.4.10 Write Price Negotiation Memorandum (PNM) STS 16.3.4.7	• <u>FAR 15.406</u>					
9.4.11 Process Award STS 16.3.4.7						
9.4.11.1 Information to unsuccessful offerors STS 16.3.4.7	• <u>FAR 15.506</u>					
9.4.11.2 Legal Review STS 16.3.4.7						
10. COMMERCIAL ACQUISITION	• <u>AFI 63-504-Quality Assurance Evaluator Program</u> • <u>AFMAN 64-108-Service Contracts</u> • <u>Toolkit 12</u> • <u>FAI - FASA Commercial Item Training Material</u> • <u>FAR 10</u> • <u>FAR 11</u> • <u>FAR 12</u> • <u>CDCs</u>					
10.1 General Policy STS 17.1	..					
10.2 Market Research STS 17.2	• <u>Toolkit 10</u> • <u>FAI Unit 6</u>					
10.2.1 Description of agency needs STS 17.2.1	• <u>Toolkit 11</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
10.3 Solicitation STS 17.3	..					
10.3.1 Contract format STS 17.3.1	• FAR 12.303					
10.3.2 Contract type STS 17.3.2	• FAR 12.207					
10.3.3 Streamline Procedures STS 17.3.3	• FAR 12.602					
10.4 Evaluation STS 17.4	..					
10.4.1 Offers STS 17.4.1	• FAR 12.205					
10.4.2 Past Performance STS 17.4.2	• FAR 12.206 • FAI Unit 61					
10.4.3 Streamline Procedures STS 17.4.3	• FAR 12.603					
10.5 Award STS 17.5						
10.6 Administration STS 17.6	.					
10.6.2 Acceptance STS 17.6.2	• FAI Unit 56					
10.6.3 Terminations STS 17.6.3	• FAR 12.403 • FAR 49 • FAI Unit 59, FAI Unit 83					
10.6.4 Warranties STS 17.6.4	• FAR 12.404					
10.7 Applicability of Laws STS 17.6.7	• FAR 12.503 • FAR 12.504					



1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
12.4 Contract modifications STS 19.4	• FAR 43 • FAI Unit 76					
12.4.1 Administrative changes STS 19.4.1	• FAR 43.103					
12.4.2 Change orders STS 19.4.2	• FAR 43.2					
12.4.3 Supplemental agreements STS 19.4.3	• FAR 43.103					
12.4.4 Exercising Options STS 19.4.4	• FAR 17.107 • FAI Unit 77					
12.5 Termination STS 19.5	• FAR 49 • FAI Unit 83					
12.5.1 Termination for cause STS 19.5.1	..					
12.5.2 Termination for convenience STS 19.5.2	• FAR 49.502					
12.5.3 Termination for default STS 19.5.3	• FAR 49.402					
12.5.4 Cure notice STS 19.5.4	• FAR 49.607					
12.5.5 Show-cause letter STS 19.5.5	• FAR 49.607					
12.7 Payment methods STS 19.7	..					
12.8 Assignment of Claims	..					
12.9 Review Contactor Insurance/Bonds	.					
12.10 Review Contactor QC Plan	..					
12.11 QAE Reports	..					
12.12 QAE Surveillance Visits	..					
12.13 Invoice Processing	.					
12.14 Payment Reductions	..					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
13. BONDS, INSURANCE, AND TAXES	• AQC Policy • FAR 28 • FAR 29 • DFARS • AFFARS					
14. CLOSEOUT RECORDS AND CONTRACT FILE PROCEDURES	• FAR 4, • DFARS 5204 • AFFARS 5304, • AFI 37-138					
14. Fixed-price STS 14.1	.					
14.2 Cost-reimbursement STS 14.2	.					
14.3 Other close-out/disposition procedures STS 14.3	.					
15. CONTRACT LAW'S BASIC CONCEPTS	• FAR Part 52.2 • Comptroller Decision Data Base • Recent Bid Protest Decisions					
16. NONAPPROPRIATED FUND CONTRACTING	• AFI 64-301 • AFMAN 64-302					
16.1 General policies STS 23.1	.					
16.2 Servicing contracting office responsibilities STS 23.2	.					
16.3 NAF Custodian responsibilities & authorities STS 23.2	.					
16.2 NAF Clauses	.					
16.3 NAF Surveillance	.					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
17. UNIQUE CONTRACTING CONCERNS	<ul style="list-style-type: none"> <li>• <u>AOC Policy</u></li> <li>• <u>FAR 23</u> • <u>FAR 25</u></li> <li>• <u>FAR 36</u> • <u>FAR 37</u> • <u>DFARS</u></li> <li>• <u>AFFARS</u> • 41 CFR 201</li> </ul>					
17.1 Foreign acquisition STS 24.1	.					
17.2 Environmental aspects of contracting STS 24.5	.					
17.3 Utilities	<ul style="list-style-type: none"> <li>• <u>Toolkit 41</u></li> <li>• <u>AFLMA- Utility Reference Contracting Reference Guide</u></li> <li>• <u>Air Force Civil Engineering Support Agency</u></li> </ul>					
17.4 Contract Repair	.					
17.4.1 Review AF Form 9 & DD 1149	.					
17.4.2 Obtain Tear Down & Quote	.					
17.4.3 Purchase using appropriate method	.					
17.4.4 Preventive Maintenance Agreements (PMAs)	.					
17.5 Advance Planning	.					
17.5.1 Letters to customers/Publish Date in Daily Bulletin	.					
17.5.2 Review AF Form 9s & PWS	.					
17.5.3 Obtain Quotes	.					
17.5.4 Process Award	.					
17.5.5 Prepare log for next year	.					

# Contracting Squadron Training Plan

## Training Templates

### Construction

**OBJECTIVES:** To understand the various methods for acquiring construction and Architectural and Engineering (A&E) services by contract. The use of simplified acquisition procedures, sealed bid, and negotiated contract procedures will form the basis of this understanding. Furthermore, the trainee will develop an understanding of contract administration procedures and learn about the various contingencies that may develop in the performance of construction and A&E contracts. Finally, the trainee will become familiar with management tools used by the flight chief to monitor workload.

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
BCAS	.					
1. General information STS 8.1.1	● <u>BCAS Manual (AF Computer Systems Manual 64-333)</u> ● <u>Mades II Manual, SPS</u>					
2 BCAS Processing Procedures	.					
2.1 Solicitation Process	● <u>AF Computer Systems Manual 64-333, 4.3</u>					
2.1.1 RFQ	.					
2.1.1 Oral Solicitations	.					
2.1.2 Solicitation PIIN Changes	.					
2.1.3 Walk-through Solicitation Process	.					
2.1.4 Return to Customers for Additional Information (MACR)	.					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
2.1.5 Cancel Open PR	.					
2.1.6 Bidders Mailing List (129 Processing)	.					
2.1.7 Central Contractor Registration	.					
2.2 Award Processes STS 8.1.2	• AF Computer Systems Manual 64-333, 4.3.2					
2.2.1 Evaluation and Awards	.					
2.2.1.1 Prepare Abstracts	.					
2.2.1.2 Purchase Order	.					
2.2.1.3 Delivery Order	.					
2.2.1.4 Blanket Delivery Order	.					
2.2.1.5 Blanket Purchase Agreement Calls	.					
2.2.1.6 Contracts	.					
2.2.1.7 Summary Reporting	..					
2.2.1.8 Unpriced Purchase Order	.					
2.2.1.9 Blanket Purchase Agreement	.					
2.2.1.10 Miscellaneous Awards	.					
2.2.1.11 Sales Actions	.					
2.2.2 Processing Completed Abstracts	.					
2.2.3 Consolidating Solicitation Items on single award	.					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
2.2.4 Walk-thru Demand Processing	.					
2.2.5 Automatic Purchase Orders	.					
2.2.6 Automatic Delivery Orders	.					
2.2.7 Individual Procurement Action Report (DD Form 350)	.					
2.2.8 Next FY Procedures	.					
2.2.9 Year End Procedures	.					
2.3 Administration STS 8.1.3	● <u>AF Computer Systems Manual 64-333, 4.3.3</u>					
2.3.1 Follow-up Requests	.					
2.3.2 Line Item Cancellation	.					
2.3.2.1 Return Codes	.					
2.3.3 Stock Number Changes	.					
2.3.4 Vendor Performance	.					
2.3.5 Modifications	.					
2.3.5.1 Draft/Temporary Modifications	.					
2.3.5.2 "X" Modifications	.					
2.3.5.2 "Z" Records	.					
2.3.6 Contract Closeout/BPA Deactivation	.					
2.3.7 Contract Suspense System	.					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
2.3.7.1 Contract Administrator Information	.					
2.3.7.2 Administrative Records (Non-Obligating)	.					
2.3.7.3 Semiannual BPA review Notification	.					
2.3.7.4 Contract Expiration notices	.					
2.3.8 Customer Administrative Lead Time (CALT)	.					
2.4 Management Analysis Reports STS 8.1.4	• <u>AF Computer Systems Manual 64-333, 4.3.4</u>					
2.5 MADESII	• <u>Mades II Manual,</u>					
2.6 SPS Information	• <u>AFCIS</u> • <u>SPS</u>					
<b>3. COMPETITION REQUIREMENTS STS 10</b>	• <u>AFI 63-301 (Air Force Competition &amp; Commercial Advocacy)</u> • <u>Federal Acquisition Institute (FAI) - Unit 13 (Competition Requirements)</u>					
3.1 Full and open competition STS 10.1	• <u>Toolkit-6</u> • <u>FAR13.106</u> • <u>FAR 7.103</u>					
3.2 Full and open competition after exclusion of sources STS 10.2	• <u>FAR 6.2</u>					
3.3 Other than full and open competition STS 10.3	• <u>FAR 6.302</u>					
3.4 Determinations and findings (D&F) STS 10.4	• <u>FAR 1.7</u> • <u>FAR 6.303</u> • <u>FAR 6.304</u> • <u>FAR 6.305</u>					
3.5 Justifications and approvals (J&A) STS 10.5	• <u>DFARS 206.303</u> • <u>DFARS 206.304</u> • <u>AFFARS 5306.303</u> • <u>AFFARS 5306.304</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>4. REQUIREMENTS DOCUMENTS</b>	<ul style="list-style-type: none"> <li>● <u>FAR Units 6 (Market Research)</u></li> <li>● <u>7 (Requirements Documents)</u></li> <li>● <u>Toolkit -10</u> ● <u>Toolkit-11</u></li> </ul>					
4.1 Review technical requirements STS 11.1	.					
4.1.1 Purchase request STS 11.1.1	.					
4.1.2 Specifications STS 11.1.2	● <u>FAR 11.201</u> ● <u>FAR 36.202</u>					
4.1.3 Sole source justifications STS 11.1.4	● <u>FAR 13.501</u> ● <u>FAR 6.3</u>					
4.1.4 Brand name justifications STS 11.1.5	● <u>FAR 11.104</u> ● <u>FAR 6.302-1(c)</u> ● <u>DFARS 211.270</u>					
4.1.5 Write memorandum for record STS 11.1.6	● <u>FAR 8.404(b)(7)</u>					
<b>5. GOVERNMENT AND COMMERCIAL SOURCES</b>	.					
5.1 Government sources STS 12.1	● <u>Toolkit Part 8</u>					
5.2 Commercial sources STS 12.2	.					
5.2.1 Socio-economic Programs STS 12.2.1	● <u>FAR 19.000</u> ● <u>FAR 9.107</u> ● <u>Policy Memo 98-C-07</u>					
5.2.2 Maintain open market sources STS 12.2.2	.					
5.2.3 Review debarred, suspended or ineligible list of contractors STS 12.2.3	.					



1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>6. SIMPLIFIED ACQUISITION</b>	<ul style="list-style-type: none"> <li>• <u>FAI 17</u> • <u>Toolkit-13</u> • <u>AFI 64-109</u></li> <li>• <u>SAP Interactive Training Course (DAU)</u></li> <li>• <u>FAI Unit 28a</u></li> <li>• <u>CDC 6C051 (Set A Vol.2)</u></li> <li>• <u>FAR 36</u></li> <li>• <u>AFI 64-109</u></li> </ul>					
6.1 General policy STS 13.1	..					
6.1.1 Micropurchases STS 13.1.1	• <u>See References above.</u>					
6.1.2 Commodities STS 13.1.2	• <u>See References above.</u>					
6.2 Perform Solicitations STS 13.2	..					
6.2.1 Required competition STS 13.2.1	• <u>FAR 36.213</u> • <u>AFFARS 5313.106</u>					
6.2.2 Written Request For Quotation (RFQ) STS 13.2.2	• <u>FAI 26, Part A</u>					
6.2.3 Oral solicitation STS 13.2.3	• <u>FAI Unit 25</u>					
6.3 Evaluate quotations STS 13.3	• <u>FAI Unit 49, Part C</u> • <u>FAR 13.106-2</u>					
6.4 Prepare purchase order STS 13.4	• <u>FAI Unit 51</u> • <u>FAR 13.302</u>					
6.6 Prepare delivery order STS 13.6	• <u>See References above.</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
6.7 Blanket Purchase Agreements (BPA) STS 13.7	• <u>FAR 13.303</u> • <u>DFARS 213.203</u> • <u>AFFARS 5313.203</u>					
6.7.1 Establish agreements STS 13.7.1	..					
6.7.2 Place BPA calls STS 13.7.2	..					
6.7.3 Summary Reporting STS 13.7.3	..					
6.8 Other simplified procedures STS 13.8	..					
6.8.2.1 Purchasing STS 13.8.2.1	• <u>See References above.</u>					
6.8.2.2 Method of Payment STS 13.8.2.2	• <u>FAI Unit 22</u>					
6.9 DD 350 Reporting STS 13.9	• <u>Toolkit 4</u>					
6.10.1 Post award orientation STS 13.10	• <u>FAI Unit 55</u> • <u>FAR 36.522</u>					
6.10.2 Perform follow-up STS 13.10.2	..					
6.10.3 Modifications STS 13.10.3	• <u>FAI Unit 76</u> • <u>FAR 36.214</u>					
6.10.4 Terminate or cancel purchase order STS 13.10.4	• <u>FAI Unit 29</u>					
6.10.5 Terminate or cancel delivery order STS 13.10.5	..					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>7. CONTRACT TYPES</b>	• <u>FAI Unit 18</u> • <u>Toolkit-16</u> • <u>FAR 16</u> • <u>DFARS 216</u>					
7.1 Selecting Contract Types STS 14.1	.					
7.2 Fixed Price Contracts STS 14.2	• <u>FAR 36.207</u>					
7.3 Cost Reimbursement Contracts STS 14.3	• <u>FAR 36.518</u>					
7.4 Indefinite Delivery Contracts STS 14.4	.					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>8. CONTRACTING BY SEALED BIDDING</b>	<ul style="list-style-type: none"> <li>• Toolkit-14 • FAI Unit 17</li> <li>• FAI Unit 27-Part A</li> <li>• FAI Unit 47</li> <li>• FAR 14</li> </ul>					
8. General rules for solicitation of bids STS 15.1	.					
8.1 Construction STS 15.1.3	.					
8.2 Preparation of invitation for bid (IFB) STS 15.2	<ul style="list-style-type: none"> <li>• FAI Unit 26 – Part C</li> <li>• FAR 36.213-2</li> </ul>					
8.2.1 Solicitation mailing list STS 15.2.1	• FAR 14.205,					
8.2.2 Pre-bid conference/site visit STS 15.2.2	<ul style="list-style-type: none"> <li>• FAI Unit 28a • FAR 14.207</li> <li>• FAR 36.210 • FAR 36.523</li> </ul>					
8.2.3 IFB Amendment STS 15.2.3	• FAI Unit 28 • FAI Unit 29					
8.2.4 Late bids/modification/withdrawals of bids STS 15.2.4	• FAR 14.304					
8.2.5 Postponement of bid opening STS 15.2.5	• FAR 14.402-3					
8.2.6 Bid Opening STS 15.2.6	• FAR 14.402					
8.2.7 Bid Evaluation STS 15.2.7	<ul style="list-style-type: none"> <li>• FAI Unit 33 • FAI Unit 49, Part A • FAR 36.207</li> </ul>					
8.2.8 Process awards STS 15.2.8	• FAI Unit 50, Part A					
8.2.9 Information to unsuccessful bidders STS 15.2.9	• FAI Unit 51 • FAR 36.213-4					
8.2.10 Legal review STS 15.2.10	• See MAJCOM SUP					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>9. CONTRACTING BY NEGOTIATIONS</b>	<ul style="list-style-type: none"> <li>• <u>Toolkit Part15</u> •</li> <li>• <u>FAR 6</u></li> <li>• <u>FAR 15</u> • <u>FAR</u></li> <li>• <u>36.214</u></li> <li>• <u>FAR 52</u></li> <li>• <u>FAR Appendix BB</u></li> </ul>					
9.1 General requirements STS 16.1						
9.1.1 Construction STS 16.1.3						
9.2 Formal Source Selection STS 16.2	<ul style="list-style-type: none"> <li>• <u>AFFARS Appendix</u></li> <li>• <u>BB</u></li> <li>• <u>FAR 36.214</u></li> </ul>					
9.3 Preparation of request for proposal (RFP)/Oral Presentation STS 16.3	<ul style="list-style-type: none"> <li>• <u>FAI Unit 26, Part B</u></li> <li>• <u>FAR 15.102,</u></li> </ul>					
9.3.1 Preproposal conference/Site visit STS 16.3.1	<ul style="list-style-type: none"> <li>• <u>FAI Unit 28-A</u></li> <li>• <u>FAR 36.523</u></li> </ul>					
9.3.2 Amendments STS 16.3.2	<ul style="list-style-type: none"> <li>• <u>FAR 15.206</u> • <u>FAI</u></li> <li>• <u>Unit 28</u></li> </ul>					
9.3.3 Cancellation of RFP before opening STS 16.3.3	<ul style="list-style-type: none"> <li>• <u>FAI Unit 29</u></li> </ul>					
9.3.4 Late proposals/modification/cancel STS 16.3.4	<ul style="list-style-type: none"> <li>• <u>FAR 15.208</u></li> </ul>					
9.4 Source Selection STS 16.4	<ul style="list-style-type: none"> <li>• <u>FAR 15.1</u> • <u>FAR</u></li> <li>• <u>15.3</u></li> </ul>					
9.4.1 Types of Source Selection Processes and Techniques	<ul style="list-style-type: none"> <li>• <u>FAR 15.1</u></li> </ul>					
9.4.2 Best Value	<ul style="list-style-type: none"> <li>• <u>FAR 15.101</u></li> </ul>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
9.4.3 Trade-off Process	• <u>FAR 15.101-1</u>					
9.4.4 Lowest Price Technically Acceptable Source Selection Process	• <u>FAR 15.101-2</u>					
9.4.5 Evaluate proposals STS 16.4.1	• <u>FAR 15.305</u>					
9.4.6 Competitive Range STS 16.4.2	• <u>FAI Unit 44</u> • <u>FAR 15.306</u>					
9.4.7 Price analysis STS 16.4.3	• <u>FAI Unit 37</u> • <u>FAR 15.402</u> • <u>FAR 36.214</u>					
9.4.8 Cost analysis STS 16.4.4	• <u>FAI Unit 40</u> ,					
9.4.9 Cost or Pricing Data STS 16.4.5	• <u>FAR 15.403</u>					
9.4.10 Negotiation preparation STS 16.4.6	• <u>FAR 15.405</u> • <u>FAR 36.520</u> • <u>FAI Unit 45A &amp; B</u> • <u>FAI Unit 46</u>					
10. RESERVED						
11. DISPUTES	• <u>AOC Policy</u> • <u>FAR 19</u> • <u>FAR 22</u> • <u>FAR 32</u> • <u>FAR 33</u>					
11.1 Protests STS 18.1	• <u>FAR 33.103</u> • <u>FAR 33.104</u>					
11.2 Disputes STS 18.2	.					
11.2.1 Alternative dispute resolution STS 18.2.1	.					
11.2.2 Claims STS 18.2.2	.					
11.2.3 Final Decision STS 18.2.3	• <u>FAR 33.211</u>					
11.3 Appeals STS 18.3	• <u>FAR 33.212</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>12. CONTRACT ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• <u>Toolkit 12</u> • <u>Toolkit 13</u> • <u>Toolkit 22</u></li> <li>• <u>FAR 28</u> • <u>FAR 29</u> • <u>Toolkit 33</u> • <u>Toolkit 36</u> • <u>Toolkit 37</u> • <u>Toolkit 42</u> • <u>FAR 43</u> • <u>FAR 49</u> • <u>FAR 52</u> • <u>FAR 53</u></li> </ul>					
12.1 Construction contracts STS 19.3	..					
12.2 Preconstruction orientation STS 19.3.1	..					
12.3 Material approval submittal STS 19.3.2	..					
12.3.1 Monitor contract progress STS 19.3.3						
12.4 Contract modifications STS 19.4.	• <u>FAR 43</u> • <u>FAI Unit 76</u>					
12.4.1 Administrative changes STS 19.4.1	• <u>FAR 43.103</u>					
12.4.2 Change orders STS 19.4.2	• <u>FAR 43.2</u>					
12.4.3 Supplemental agreements STS 19.4.3	• <u>FAR 43.103</u>					
12.4.4 Exercising Options STS 19.4.4	• <u>FAR 17.107</u> • <u>FAI Unit 77</u>					
12.5 Termination STS 19.5	• <u>FAR 49</u> • <u>FAI Unit 83</u>					
12.5.1 Termination for cause STS 19.5.1	..					
12.5.2 Termination for convenience STS 19.5.2	• <u>FAR 49.502</u>					
19.5.3 Termination for default STS 19.5.3	• <u>FAR 49.402</u>					
12.5 4 Cure notice STS 19.5.4	• <u>FAR 49.607</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
12.5.5 Show-cause letter STS 19.5.5	• <u>FAR 49.607</u>					
12.6 Labor law compliance STS 19.6						
12.7 Payment methods STS 19.7	..					
12.8 Assignment of Claims	..					
13. BONDS, INSURANCE, AND TAXES	• <u>AQC Policy</u> • <u>FAR 28</u> • <u>FAR 29</u> • <u>DFARS</u> • <u>AFFARS</u>					
14. CLOSEOUT RECORDS AND CONTRACT FILE PROCEDURES	• <u>FAR 4</u> • <u>DFARS 5204</u> • <u>AFFARS 5304</u> • <u>AFI 37-138</u>					
14. Fixed-price STS 21.1	.					
14.2 Cost-reimbursement STS 21.2	.					
14.3 Other close-out/disposition procedures STS 21.3	.					
15. CONTRACT LAW'S BASIC CONCEPTS	• <u>FAR Part 52.2</u>					
16. NONAPPROPRIATED FUND CONTRACTING	• <u>AFI 64-301</u> • <u>AFMAN 64-302</u>					
16.1 General policies STS 23.1	.					
16.2 Servicing contracting office responsibilities STS 23.2	.					
16.3 NAF Custodian responsibilities & authorities STS 23.2	.					
16.2 NAF Clauses	.					
16.3 NAF Surveillance	.					



1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. Training Documentation				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
17. UNIQUE CONTRACTING CONCERNS	<ul style="list-style-type: none"> <li>• <u>AQC Policy</u></li> <li>• <u>FAR 23</u> • <u>FAR 25</u></li> <li>• <u>FAR 36</u> • <u>FAR 37</u> •</li> <li><u>DFARS</u></li> <li>• <u>AFFARS</u> • 41 CFR 201</li> </ul>					
17.1 Foreign acquisition STS 24.1						
17.2 Architect and Engineering STS 24.2	• <u>FAR 36.601</u>					
17.3 Section 8(a) Contracting STS 24.3	• <u>FAR19</u>					
17.4 SABER contracting	• <u>FAR Appendix DD</u>					
17.5 Environmental aspects of contracting STS 24.5						
18. Flight Metrics	• <u>Local</u>					

# Contracting Squadron Training Plan

## Training Templates

### Management Analysis and Support Flight

**OBJECTIVES:** To have the trainee gain an understanding of the types of administrative and operational support provided by this flight.

**Column 1** identifies the Tasks

**Column 2** identifies resources to assist in the OJT process.

**Column 3** use to document training completed.

**NOTE:** Specialty Training Standard (STS) 6C0X1-Training tasks are identified in **red**. Formal Documentation is required in the enlisted members CFETP for the STS items. The following table is **not** intended to replace the STS, it is provided to assist the trainee, trainer and supervisor in the OJT process.

1. TASKS	2. TECHNICAL REFERENCES/ TRAINING AIDES	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>1. Automated Contracting Systems STS 8</b>						
1.1 Base Contracting Automated System (BCAS) STS 8.1	● <u>AFCSM 64-333, Vol II</u>					
1.1.1 General information STS 8.1.1	● <u>AFCSM 64-333, Vol II</u> (See Section 1)					
1.1.1.1 Passwords	● <u>AFCSM 64-333, Vol II</u> (See Section 3)					
1.1.1.2 Management Analysis/Support Flight Menus and Functions	● <u>AFCSM 64-333, Vol II</u> (See Section 4)					
1.1.1.3 Command menus	● <u>AFCSM 64-333, Vol II</u> (See Section 4/5)					
1.1.1.5 Operator's console	● <u>AFCSM 64-333, Vol II</u> (See Section 3)					
1.1.1.4 Managing queries	● <u>AFCSM 64-333, Vol II</u> (See Section 4)					
1.1.2. Contract award actions STS 8.1.2	● <u>AFCSM 64-333, Vol II</u> (See Section 4)					
1.1.3 Contract administration actions STS 8.1.3	● <u>AFCSM 64-333, Vol II</u> (See Section 4)					
1.1.4 BCAS Management Reports STS 8.1.3	● <u>AFCSM 64-333, Vol II</u> (See Section 4.3.4)					

1. TASKS	2. TECHNICAL REFERENCES/ TRAINING AIDES	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
1.2 Specialized Procurement System (SPS) STS 8.2	<ul style="list-style-type: none"> <li>● <u>SPS Web Site</u></li> <li>● <u>AQC</u></li> <li>● <u>Contract Information Systems</u> (See SPS)</li> </ul>					
1.2.1 General information STS 8.2.1						
1.2.2 System administration STS 8.2.2						
1.2.3 Contract award actions STS 8.2.3	● <u>AFCSM 64-333, Vol II</u>					
1.2.4 Contract administration actions STS 8.2.4	● <u>AFCSM 64-333, Vol II</u>					
1.3. Electronic Commerce/ Electronic Data Interface STS 8.3	<ul style="list-style-type: none"> <li>● <u>AQC EC Information</u></li> <li>● <u>AQC Toolkit</u> (See Electronic Solicitations on the Internet)</li> </ul>					
1.3.1 General Information STS 8.3.1						
1.3.2 System administration STS 8.3.2						
1.3.3 Contract award actions STS 8.3.3						
1.3.4 Contract administration actions STS 8.3.4						
2. Library - Maintenance of Acquisition Files, Regulations, and Forms	<ul style="list-style-type: none"> <li>● <u>AFI 37-160V7</u></li> <li>● <u>AFI 37-160V8</u></li> <li>● <u>FAR</u></li> </ul>					
2.1. AF Indices series	● <u>AF Indexes</u>					
2.2. Federal Acquisition Regulation and Supplements	● <u>FAR</u>					
3. Correspondence and Distribution	● <u>AFI 37-126</u>					
3.1 Receipt and distribution procedures for incoming and outgoing						
3.1.1 Receive and Distribute BCAS Products	● <u>AFCSM 64-333, Vol II</u>					
3.1.2 Contract Correspondence						
3.1.3 Catalog and/GSA Schedules						
3.1.4 Invitations for bids and quotations DFARS 4.2						
3.1.5 Contracts, modifications, and related documents	● <u>FAR 4.2</u>					
3.1.6 Purchase and delivery orders	● <u>FAR 13.302</u>					
3.1.7 Customer notices	● <u>AFCSM 64-333, Vol II</u>					
3.1.8 Customer listings	● <u>AFCSM 64-333, Vol II</u>					
3.1.9 Abstracts	● <u>AFCSM 64-333, Vol II</u>					

1. TASKS	2. TECHNICAL REFERENCES/ TRAINING AIDES	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
3.2. Disposition of files	● FAR 4.804 ● FAR 4.805					
3.2.1 Purchase Orders						
3.2.2 Delivery Orders						
3.2.3 Blanket purchase Agreements						
3.2.4 Contracts						
4. Bidders Mailing List	● AFCSM 64-333, Vol II					
4.1 Establishes, maintains, and uses bidders' lists						
4.2 Be familiar with and/or issue SF 129, Solicitation Mailing List Application						
4.3 Central Contractor Registration	● SAF/AQC Site					
5. Purchase Requisition Control	● AFCSM 64-333, Vol II (Section 6)					
5.1. Processes purchases requests (PR)	● Form 9					
5.1.1 Checks incoming PRs for adequacy STS 11.1.1						
5.1.2 Puts PR into system						
5.1.3 Routes PRs to appropriate Flight Chief						
5.2. Processes customer transactions						
5.3. Assembles all elements of daily and monthly data for flight output						
6. Files Maintenance (BCAS)	● AFCSM 64-333, Vol II (See Section 4/5)					
6.1 Procedures for maintaining system-generated listings						
6.2 Initiates all data base changes						
6.3 Issues, processes, and maintains bidders' mailing list applications						
6.4 Process contract expiration notices						
7. (Management) Reports Processing	● AF Computer Systems Manual 70-333, Section 4.3.4.4					
7.1 Processes Monthly Reports						
7.2 Processes the Base Procurement Management Report RSC: HAF-LGP (M)						
7.3 Ensures reports are correct before making distribution						

1. TASKS	2. TECHNICAL REFERENCES/ TRAINING AIDES	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>8. BCAS Operations</b>	<ul style="list-style-type: none"> <li>● <u>AFCSM 64-333, Vol II</u> (See Sections 4 &amp; 7)</li> <li>● <u>BCAS Release Information</u></li> </ul>					
8.1 Perform backup of system						
8.2 Log-on and log-off system						
8.3 Assigns passwords or User ID						
8.4 Brief system users on the automated systems						
8.5 Activate/deactivate CEMAS						
8.6 Run suspenses/distribution						
8.7 Run various listings						
8.8 Initialize and restore disk packs						
8.9 Learn to do electronic interface with Base Supply						
8.10 Write reports on BCAS						
8.11 Load System Release						
8.12 Observe/Assists in preparation of Monthly Critique						
<b>9. Customer Education</b>	<ul style="list-style-type: none"> <li>● <u>AFI 64-109, Para 3.3</u></li> <li>● <u>Customer Education Simplified Acquisition Handbook</u></li> </ul>					
9.1 Develop Customer Education Program						
9.2 Conduct Training						
<b>10. Automated Data Systems &amp; Software</b>	Local					
10.1 Analyze software trends						
10.2 Coordinate with Communications Squadron on LAN Administration:						
10.3 Coordinate local software training with Communications Squadron for squadron						
10.3.1 Microsoft Word						
10.3.2 Excel						
10.3.3 Access						
10.3.4 PowerPoint						
10.3.5 E-mail						
10.3.6 Internet Training						
10.3.7 Web Page Development	<ul style="list-style-type: none"> <li>● <u>AFI 33-129</u></li> <li>● <u>AFI 35-204</u></li> <li>● <u>AFI 35-205</u></li> </ul>					
10.4 Maintain ADPE Inventory						
10.5. Develop APDE Requirements List						

# Contracting Squadron Training Plan

## Training Templates

### Contingency Contracting

**OBJECTIVES:** To understand the various methods for acquiring commodities, services and construction by contract for or during contingencies. The use of simplified purchases, sealed bid, and negotiated contract procedures will form the basis of this understanding. Furthermore, the trainee will develop an understanding of contract administration procedures and learn about the various contingencies that may develop in the performance of these operations.

**Column 1** identifies the Tasks

**Column 2** identifies resources to assist in the OJT process.

**Column 3** use to document training completed.

**NOTE:** Specialty Training Standard (STS) 6C0X1-Training tasks are identified in **red**. Formal Documentation is required in the enlisted members CFETP for the STS items. The following table is **not** intended to replace the STS, it is provided to assist the trainee, trainer and supervisor in the OJT process.

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
<b>CONTINGENCY CONTRACTING SUPPORT</b>	<ul style="list-style-type: none"> <li>● <a href="#">CON 234</a></li> <li>● <a href="#">AF Contingency Webpage</a></li> <li>● <a href="#">AFFARS Appendix CC</a></li> <li>● <a href="#">Contracting Deployment Customer Guide</a></li> <li>● <a href="#">AFLMA Contingency Contracting</a></li> <li>● <a href="#">Contingency Contracting Model Program (AFMC)</a></li> </ul>					
<b>1. Phase I: General STS 25.1</b>						
1.1 Purpose	● <a href="#">AFARS Appendix CC, CC-101</a>					
1.2 AFFARS Appendix CC	● <a href="#">AFFARS Appendix CC</a>					
1.2.1 Purpose	● <a href="#">.AFFARS Appendix CC, 101</a>					
1.2.2 Format						
1.3 Program Requirements						
1.3.1 Basic Issues						
1.3.2 Wartime Issues						

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
1.3.3 Peace time Issues						
1.4 Organizational Responsibilities	● <u>AFFARS Appendix CC, CC-103</u>					
1.4.1 SAF/AQCO						
1.4.2 MAJCOM						
1.4.3 Unified Commands						
1.4.4 Commanders						
1.4.5 Operational Contracting Squadrons						
1.4.6 Deployed CCO's authorities and responsibilities STS 25.2	● <u>AFFARS Appendix CC, CC-201</u>					
1.5 Contingency Acquisition Deviations	● <u>AFFARS Appendix CC, CC-501</u>					
1.5.1 FAR, DFARS, AFFARS						
1.5.2 Special Authorizations						
<b>2. PHASE II Training to support potential Conflict Deployments</b>						
2.1 Planning Responsibilities STS 25.3	● <u>AFFARS Appendix CC, CC-301</u> ● <u>AFLMA Contingency Contracting, Part I</u>					
2.1.1 MAJCOM						
2.1.2 Operational Contracting Office						
2.1.2.1 Monitor and Review Current Plans						
2.1.2.2 Coordination and Inputs on OPLANS						
2.2 Deployment Kit Contents	● <u>AFFARS Appendix CC (See attachment CC-1)</u>					
2.2.1 Category I: Unit Deployment Kits						
2.2.2 Category II: Deployment Specific Items						
2.2.3 Category III: Deployment Equipment						
2.3 Site Surveys and Documentation	● <u>AFFARS Appendix CC, CC-302</u>					
2.4 Qualification and Designation of CCO Positions	● <u>AFFARS Appendix CC, CC-202</u> ● <u>AFFARS Appendix CC, CC-203</u> ● <u>AFI 36-507, Mobilization of the Civilian Workforce</u>					
2.5 Training Requirements STS 25.4	● <u>AFFARS Appendix CC, CC-402</u> ● <u>CON 234</u> ● <u>AF Contingency Webpage</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
2.6 Deployment Beddown	● <u>AFFARS Appendix CC, CC-502-1</u>					
2.6.1 Responsibilities						
2.6.1.1 HCA Designee						
2.6.1.2. CCO						
2.6.2 Files/Documentation						
2.7 Build-Up and Sustainment Activities STS 25.5	● <u>Contracting Deployment Customer Guide</u>					
2.7.1 Build-Up	● <u>AFFARS Appendix CC, CC-502-2</u>					
2.7.1.1 Types Of Items and Services Required						
2.7.1.2 Requirements Requisitioning Controls						
2.7.1.3 Funding and Disbursing						
2.7.1.4 Purchasing Methods						
2.7.1.5 Customer Roles						
2.7.2 Sustainment Contracting	● <u>AFFARS Appendix CC, CC-502-3</u>					
2.7.2.1 Types of Items and Services Required						
2.7.2.2 Requirements Consolidation						
2.7.2.3 Long Term Contracts						
2.7.2.4 Inter-Service Agreements						
2.7.2.5 Establishing Local Purchase Procedures						
2.7.3 Termination and Redeployment	● <u>AFFARS Appendix CC, CC-502-4</u>					
2.7.3.1 Contract Closeout						
2.7.3.2 Contract Reporting and File Documentation						
2.7.3.3 After-Action Reports and Lessons Learned	● <u>AFFARS Appendix CC, CC-502-5</u>					
<b>3. Phase III: Training For Local Emergencies</b>						
3.1 Planning Responsibilities STS 25.3	● <u>AFFARS Appendix CC, CC-301</u>  (See paragraph b) ● <u>AFLMA Contingency Contracting, Part I</u>					
3.1.1 Reviewing Local Emergency Plans						



1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
3.1.2 Local Conditions and Unique Emergency Situations						
3.1.3 Kit Contents						
3.2 Contracting Operations						
3.2.1 Communications and Transportation						
3.2.2 Record Keeping/Reporting						
3.2.3 Manual Requisition Procedures and Controls						
3.2.4 Relocation To Other Sites						
3.2.5 Use of Forms						
3.2.6 Contracting Procedures Under Emergencies						
3.3 Deployment To Assist Other Locations						
4. Automated Contracts System STS 25.6	● <u>CCMS (Contingency Contracting Software) SPS</u>					
5. Force Protection STS 25.7						
6. Sources For Assistance						
6.1 AF Contingency Contracting Web Site with Links to MAJCOM Contingency Contracting Web Sites	● <u>AF Contingency Webpage</u>					
6.2 Tools						
6.2.1 AFLMA - Contingency Contracting Guide	● <u>AFLMA Contingency Contracting</u>					
6.2.2 AFLMA - Contracting Deployment Customer Guide	● <u>Contracting Deployment Customer Guide</u>					
6.2.3 AFLMA - Directory of Operational Contracting Activities	<u>Directory</u>					
6.2.5 Links to Regulations and Forms	● <u>Deployment Kit Regulations and Forms</u>					
6.2.4 - Web Rescues - Directories, Disaster Networks, Language Dictionaries/Translations, Maps, Measurements, Money, Reference Desk, Time, Travel (Embassies, Travel Warnings), Weather	● <u>Web Resources</u>					

1. TASK	2. RESOURCES FOR OJT  *Note (When viewing FAR References remember to check the FAR Supplements)	3. TRAINING DOCUMENTATION				
		A. TRNG START	B. TRNG COMP	C. TRAINEE INITIALS	D. TRAINER INITIALS	E. SUPERV INITIALS
7. Contingency Contracting Opportunities	<u>Air Force Personnel Center</u>					
8. Contingency Contracting Model Program Center (AFMC) - Information and tools for the Contingency Contracting Program	<u>Contingency Contracting Model Program Center (AFMC)</u>					

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*Training Plan*

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